

Orenda Education

Substitute Reference Guide

Last Updated 11/8/2023



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Agenda

- Pay information
- Employee Service Center
- Accepting Jobs
- Classroom Guidance
- Handbook and Benefit Highlights



Pay Information



H/S Diploma/GED

\$115.00 Full Day \$57.50 Half Day

College Degree

\$120.00 Full Day \$60.00 Half Day

College Degree w/Teacher's Certificate

\$125.00 Full Day \$62.50 Half Day

Long Term Substitutes



- Must sub for the same position for **15 or more consecutive days**
- Days 1 – 14 will be paid at your standard day rate
- Long term pay for days 1 – 15 will be paid in a lump sum of \$300 on day 15
- Long term pay for days 16 – forward will be paid at day rate + \$20
- You must not have a break in service longer than **two total days** to maintain long term status.
- If there is a break in service for longer than 2 total days, the consecutive day count will begin again and long term status will be regained at day 15 (basically, you're starting over.)

Job Types



Classroom Jobs

Work performed to cover the absence of a teacher or other staff member. Classroom jobs will be paid on a full day or half day basis. *Classroom jobs will be available on Frontline.*

- **Full day – 8 hours**
- **Half day – 4 hours**

You must work a minimum of 4 or 8 hours. If you work less than 4 or 8 hours check in with the front office for additional duties.

Function Pay Jobs

- Work performed outside of the classroom any time the substitute is not covering for an absent staff member will be function pay and will be **paid on an hourly basis.**
- *Function pay will not be available on Frontline and will be arranged by the campus office.*

What is Function Pay??

Substitutes performing function pay will use the assigned function code. (The front office will provide the code ahead of time.) When signing in, substitutes can enter the Function Code in the "Subbing For" column. Substitutes who clock in (Gateway Prep) will **clock in using the appropriate function code given to them by the front office.**

Function pay is as needed and will be paid on an hourly basis at the rate of \$15.00 an hour.



Substitute function codes are a 3 digit number that will always begin with a "5".

Payroll Information

- Orenda Education pays staff on the **15th of each month** for work performed the previous month (see the Pay Schedule for pay dates when the 15th falls on a weekend or holiday).

Example: *Work performed August 1 - 31 will be paid on the September 15th paycheck*

- Pay for Classroom jobs is determined based on the substitute's daily rate for either a half day or a full day
- Function pay is paid on an hourly basis at the rate of \$15.00/hr for instructional substitute jobs.
- Auxiliary substitute jobs will be paid at varying rates.



Paystubs

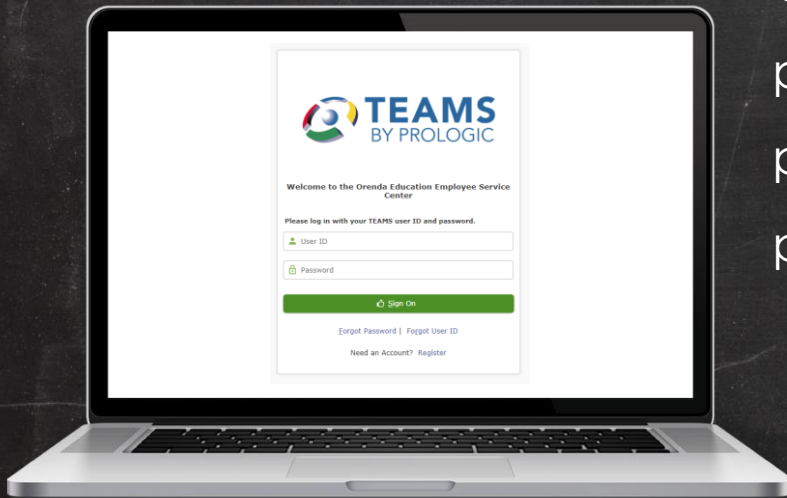
You may review/print your paystubs in the [Frontline Employee Service Center \(ESC\) Log In](#)

- To access ESC go to www.orendaeducation.org
- “Employee Tools” tab

Did You Know?

You also have the ability to review other payroll information: your current clock punches/jobs, direct deposit, W4 and personal information etc.

* You can also print previous W2 and 1095 Statements.



Substitute -view Paychecks Frontline ERP & SIS

Information

My Service Center Home
My Personal Information
My Absence Reporting
My Time Cards
My Employment Records
My Payroll Information
My Pay Information
My Paychecks
My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

My Pay Information
PayCheck
SupplementalPay
W-4
Proposed W-4
W-2
Direct Deposit

Employee PayChecks

Sort | Clear Sorted by: (default)

Check Number	Check Status	Run ID	Pay Check Date	Pay Period End Date	Gross Pay	Net Pay
301426	Issued	723	06-15-2016	05-31-2016	\$1,575.00	\$1,454.51
301238	Issued	644	05-13-2016	04-30-2016	\$1,755.00	\$1,620.74
301106	Issued	585	04-15-2016	03-31-2016	\$1,530.00	\$1,412.95
300916	Issued	531	03-15-2016	02-29-2016	\$1,755.00	\$1,620.74
300754	Issued	475	02-12-2016	01-31-2016	\$1,575.00	\$1,454.51
300595	Issued	394	01-15-2016	12-31-2015	\$1,150.00	\$1,062.02
300455	Issued	340	12-15-2015	11-30-2015	\$1,700.00	\$1,569.95
300293	Issued	301	11-13-2015	10-31-2015	\$2,100.00	\$1,934.37
300136	Issued	247	10-15-2015	09-30-2015	\$2,000.00	\$1,847.00
2000143	Issued	165	09-15-2015	08-31-2015	\$1,100.00	\$1,015.85

record count: 10 of 10

View Pay Stubs

Date Range

From Date: * To Date: *

Search Print Stubs Clear

Note : No Special Instructions

- Once logged on, Click on Payroll Information,
- Then My Paychecks
- Click on the Check Number to view to desired paycheck

Substitute view Paystubs breakdown Frontline ERP & SIS

Pay	Calendar	Current
Sub Extra Help- SPED	90.00	0.00
Sub Extra Help- Library	495.00	0.00
Sub Extra Help-Vacancy SPED Inst	1,150.00	0.00
Sub Extra Help-Inst. Planning	180.00	90.00
Sub Extra Help- Vacancy Reg Inst	540.00	90.00
Sub Extra Help- Inst. Testing	2,340.00	360.00
Sub Extra Help-Office Support	1,620.00	495.00
Educational Aide - Special Education	90.00	0.00
Library Assistant	90.00	0.00
Teacher - Special Education Elementary	90.00	0.00
Educational Aide	180.00	0.00
Teacher - Special Education Secondary	270.00	0.00
Teacher - Secondary	675.00	0.00
1535 :: 05-16-2016(006 - Gateway College Preparatory School)Jennifer Parsons		90.00
204 :: 05-06-2016(006 - Gateway College Preparatory School)Kristen Rinnott		90.00
204 :: 05-05-2016(006 - Gateway College Preparatory School)		90.00
16(006 - Gateway College Preparatory School)Kristen Bigott		90.00
204 :: 05-03-2016(006 - Gateway College Preparatory School)		90.00
204 :: 05-02-2016(006 - Gateway College Preparatory School)		90.00
Total Pay	9,340.00	1,575.00

Calendar Yr Column
Reflects the W-2
Calendar year

Current Column
is current pay
info

Your paystub will list the cumulative as well as the current totals for all function pay.

Example 1: Jane Doe has a cumulative amount of \$90 in SPED function pay (listed in the Calendar column), she did not have any SPED function pay for the current pay period (listed as \$0.00 in the Current column).

Example 2: She worked \$495 worth of function pay in Office Support function pay.
The classroom jobs will be listed with teacher's name.

Example 3: Jane Doe subbed for Jennifer Parsons on 5/16 for a full day.

Substitute view Withholdings Frontline ERP & SIS

My Supplemental Pay
My Tax Withholding(W-4)
My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

Pay

Sub Extra Help- SPED	90.00	0.00
Sub Extra Help- Library	495.00	0.00
Sub Extra Help-Vacancy SPED Inst	1,150.00	0.00
Sub Extra Help-Inst. Planning	180.00	90.00
Sub Extra Help- Vacancy Reg Inst	540.00	90.00
Sub Extra Help- Inst. Testing	2,340.00	360.00
Sub Extra Help-Office Support	1,620.00	495.00
Educational Aide - Special Education	90.00	0.00
Library Assistant	90.00	0.00
Teacher - Special Education Elementary	90.00	0.00
Educational Aide	180.00	0.00
Teacher - Special Education Secondary	270.00	0.00
Teacher - Secondary	675.00	0.00
1535 :: 05-16-2016(006 - Gateway College Preparatory Scho		90.00
204 :: 05-06-2016(006 - Gateway College Preparatory School)		90.00
204 :: 05-05-2016(006 - Gateway College Preparatory School)		90.00
204 :: 05-04-2016(006 - Gateway College Preparatory School)		90.00
204 :: 05-03-2016(006 - Gateway College Preparatory School)		90.00
204 :: 05-02-2016(006 - Gateway College Preparatory School)		90.00

Deductions

Medicare Tax Withheld	Subject To		
	1,575.00	135.45	22.84
Social Security Tax Withheld	1,575.00	579.08	97.65

Total Pay	9,340.00	1,575.00
Total Deductions	714.53	120.49
NET CHECK	301426	1,454.51

Tax Information

Tax Marital Status : M

Exemptions : 4

Additional WH : 0.00

Employer Contribution

Professional

3.88

Direct Deposit Information

WELLS FARGO BANK

XXXXXX0116

TOTAL

1454.51

1,454.51

- Your withholding information is listed and the amount deposited (net pay) is shown next to the direct deposit total.

Substitute view Supplemental Pay Frontline ERP & SIS

Information
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My Pay Information
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My Proposed W-4
My W-2
My 1095
My Direct Deposit
LogOff

My Pay Information
PayCheck
SupplementalPay
W-4
Proposed W-4
W-2
Direct Deposit

Employee Supplemental Pay
Sort | Clear Sorted by: (default)

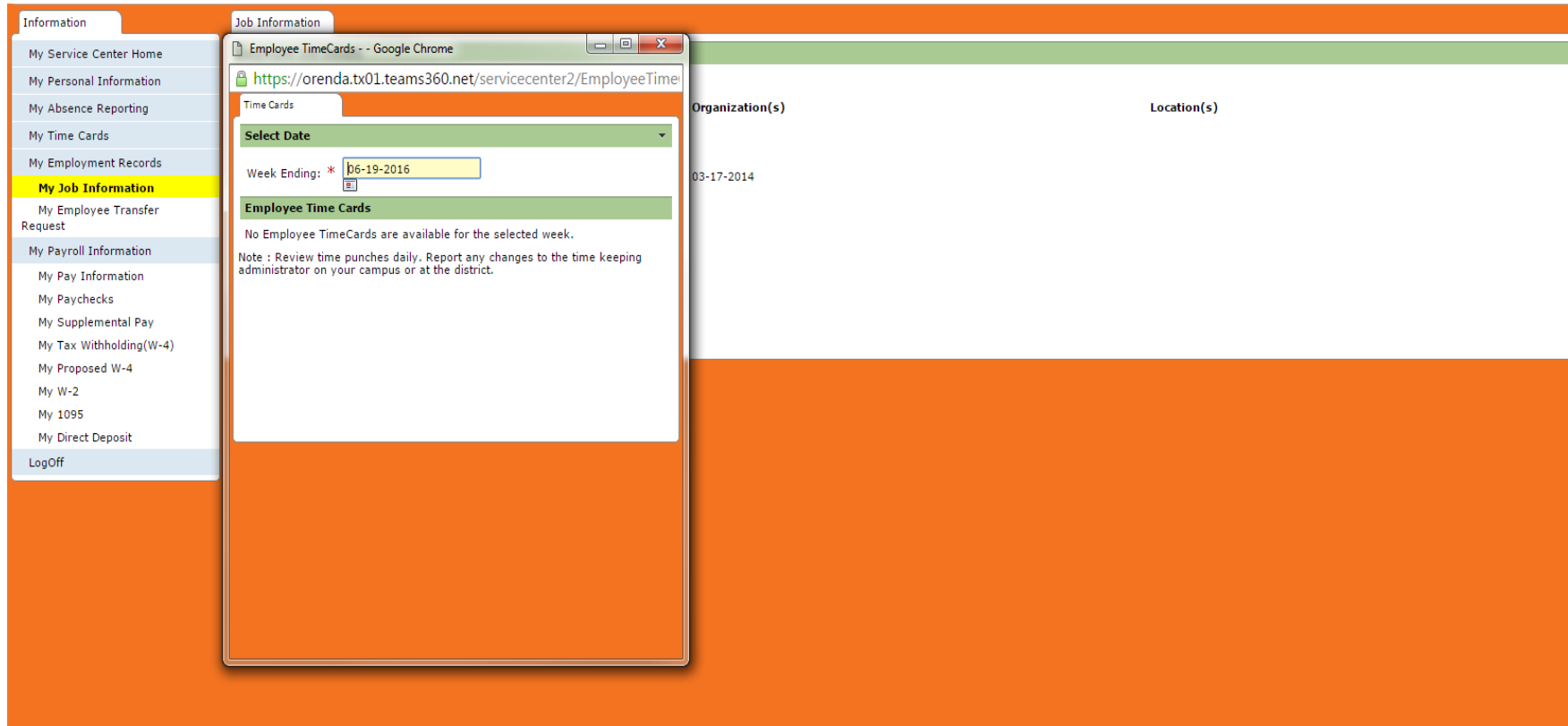
Activity Date	Activity ID	Activity Name	Net Pay	Check Number	Status
05-26-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-25-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-24-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-23-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-20-2016	503	Sub Extra Help- Inst. Testing	\$1,454.51	301426	Approved
05-19-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-18-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-17-2016	500	Sub Extra Help-Office Support	\$1,454.51	301426	Approved
05-13-2016	503	Sub Extra Help- Inst. Testing	\$1,454.51	301426	Approved
05-12-2016	501	Sub Extra Help-Inst. Planning	\$1,454.51	301426	Approved
05-11-2016	507	Sub Extra Help- Vacancy Reg Inst	\$1,454.51	301426	Approved

Date Range
From Date: * To Date: * Search Clear

Note : No Special Instructions

- Function Pay is listed under My Supplemental Pay.
- While the dates for all function pay are listed along with the Function Code (activity ID), the amount is not listed. Instead, the net pay is included.

Substitute view Timecards Frontline ERP & SIS



During the month, you can review your time punches.

- Choose My Time Cards, and then choose the Week Ending Date.
- Orenda Education work weeks are from Monday – Sunday, so Sunday's date will include all jobs for the previous week.

Substitute view supplemental pay Frontline ERP & SIS

UnVerified Punches and Absences

Regular Assignment - 120

Date	Job / Absence Reason	Punch Times	Worked	Absent	Scheduled	Verification Status		
05-02-2016	Teacher	7:37 AM,3:39 PM	08:02		00:00	Unverified	Notes	Attachment
05-03-2016	Teacher	7:45 AM,3:32 PM	07:47		00:00	Unverified	Notes	Attachment
05-04-2016	Teacher	7:50 AM,2:48 PM	06:59		00:00	Unverified	Notes	Attachment
05-05-2016	Teacher	7:44 AM,3:34 PM	07:50		00:00	Unverified	Notes	Attachment
05-06-2016	Teacher	7:50 AM,3:33 PM	07:44		00:00	Unverified	Notes	Attachment

Totals 38:22

Time Cards

Regular Assignment - 120

Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status				
			Worked	Absent	Scheduled	Time Card Status	Employee's Status			
05-02-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-03-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-04-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-05-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment
05-06-2016	Teacher		08:00		00:00	Approved		Approve	Notes	Attachment

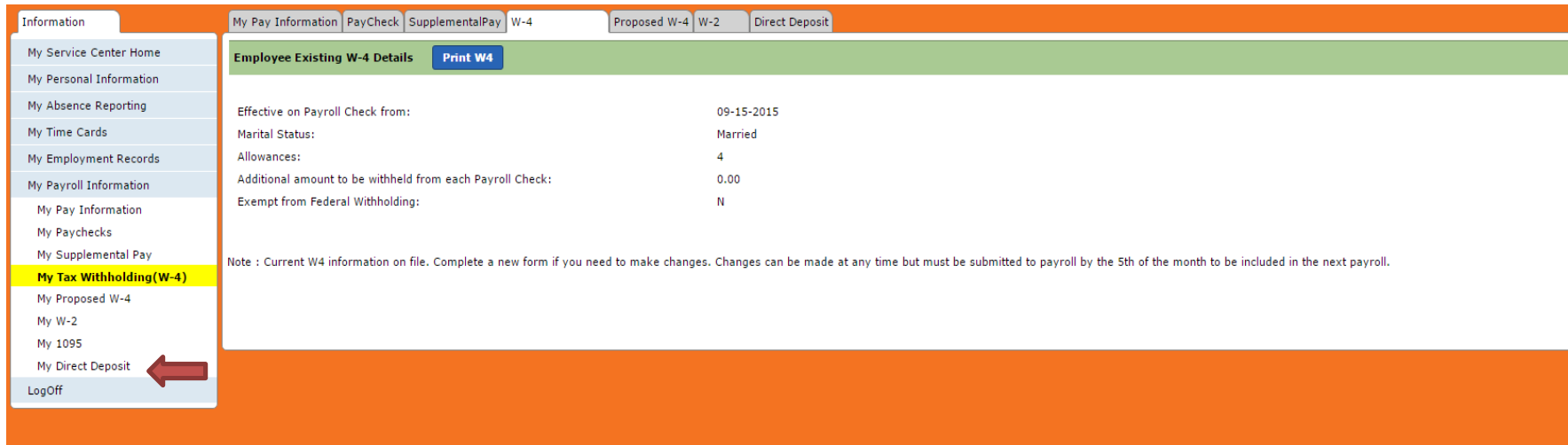
Totals 40:00 00:00

Page Totals 78:22 00:00 00:00

Note : Review time punches daily. Report any changes to the time keeping administrator on your campus or at the district.

- Punches will be displayed if you filled any jobs for teacher absences.
- Function Pay will be listed at the bottom, if applicable.

Substitute view current W4 & W2 Frontline ERP & SIS



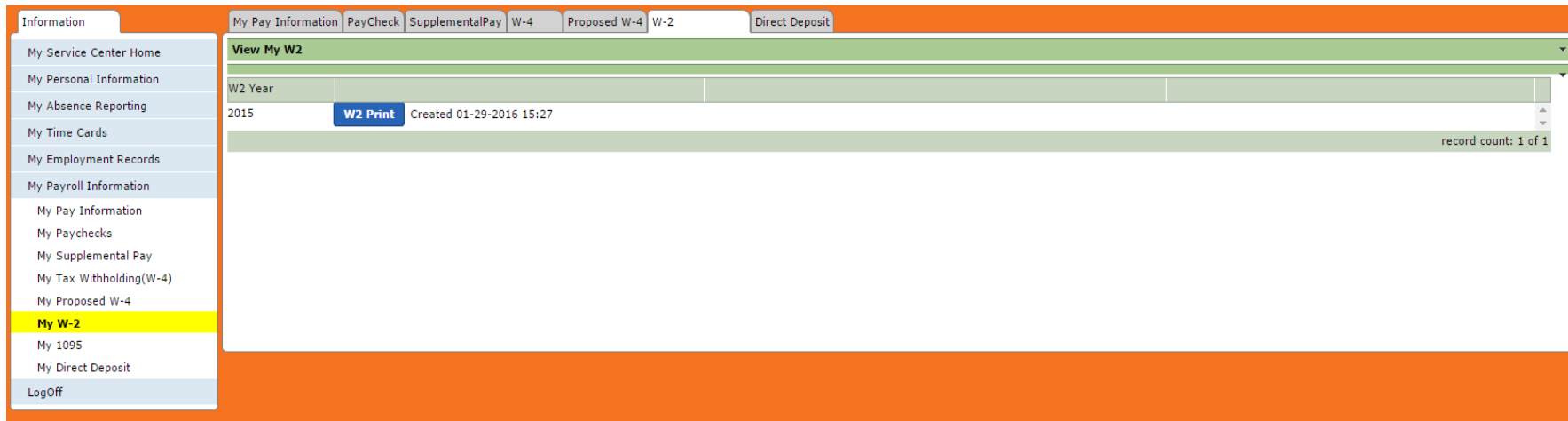
Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

Employee Existing W-4 Details [Print W4](#)

Effective on Payroll Check from: 09-15-2015
Marital Status: Married
Allowances: 4
Additional amount to be withheld from each Payroll Check: 0.00
Exempt from Federal Withholding: N

Note : Current W4 information on file. Complete a new form if you need to make changes. Changes can be made at any time but must be submitted to payroll by the 5th of the month to be included in the next payroll.

- You can view & print your current W4 information as well as your direct deposit information by navigating to their links under My Payroll Information.



Information | My Pay Information | PayCheck | SupplementalPay | W-4 | Proposed W-4 | W-2 | Direct Deposit

View My W2

W2 Year: 2015 [W2 Print](#) Created 01-29-2016 15:27

record count: 1 of 1

- You may also print a copy of your W2 form.

Accepting Substitute Jobs

- Substitutes are required to accept jobs through logging in to **FRONTLINE ERP&SIS**
- Teachers may also request substitutes when entering a pre-planned absence
- Function pay jobs will not be displayed in **FRONTLINE ERP&SIS**

**They will be arranged directly with the substitute by the campus office.*

1. Go to www.orendaeducation.org

2. Click on “Employment”

3. Click on “Click here for Current (Active) substitute teachers

The screenshot shows the Orenda Education website. The header includes the Orenda Education logo (25th Anniversary), the location "Georgetown, Texas", and navigation links: Directory, Our Schools, Employee Tools, **Employment** (highlighted with a blue arrow), and Media. The main navigation bar contains: Home, About Us, Governance, Our Philosophy, Our Methods, Our Schools, Results, CEO Rickey, Support, and COVID-19. The breadcrumb trail reads: Home » Employment » Welcome. The left sidebar has links: Welcome, Home, Health Benefits, TRS ActiveCare, and Texas School Health Benefit Plan (TSHBP). The main content area is titled "Orenda Education Employment Opportunities" and includes a note: "NOTE: It is recommended you utilize GOOGLE CHROME as your browser when accessing information and completing forms online." Below this is a large orange banner that says "NOW HIRING SUBSTITUTE TEACHERS!" with a photo of a smiling woman. The right sidebar, titled "Teachers Only....", states: "In order to be considered for employment, you must attach a cover letter and resume." It contains three links: "Click here to browse current job listings & substitute openings", "Click here for Current (Active) substitute teachers" (highlighted with a blue arrow), and "Click here for A.V.I.D. Tutors information". A quote at the bottom reads: "Orenda Education is a great place to work! We provide our faculty the freedom to employ innovative and creative instructional techniques that position us to be relevant in an inter-connected world. If you are committed to helping our students focus on the love of learning, come join our team!"

Substitute Viewing and Accepting Jobs Frontline ERP & SIS



Welcome to the Orenda Education Substitute
Management Center

Please log in using the last 4 digits of your social security
number and PIN.

 Last 4 digits of SSN

 PIN

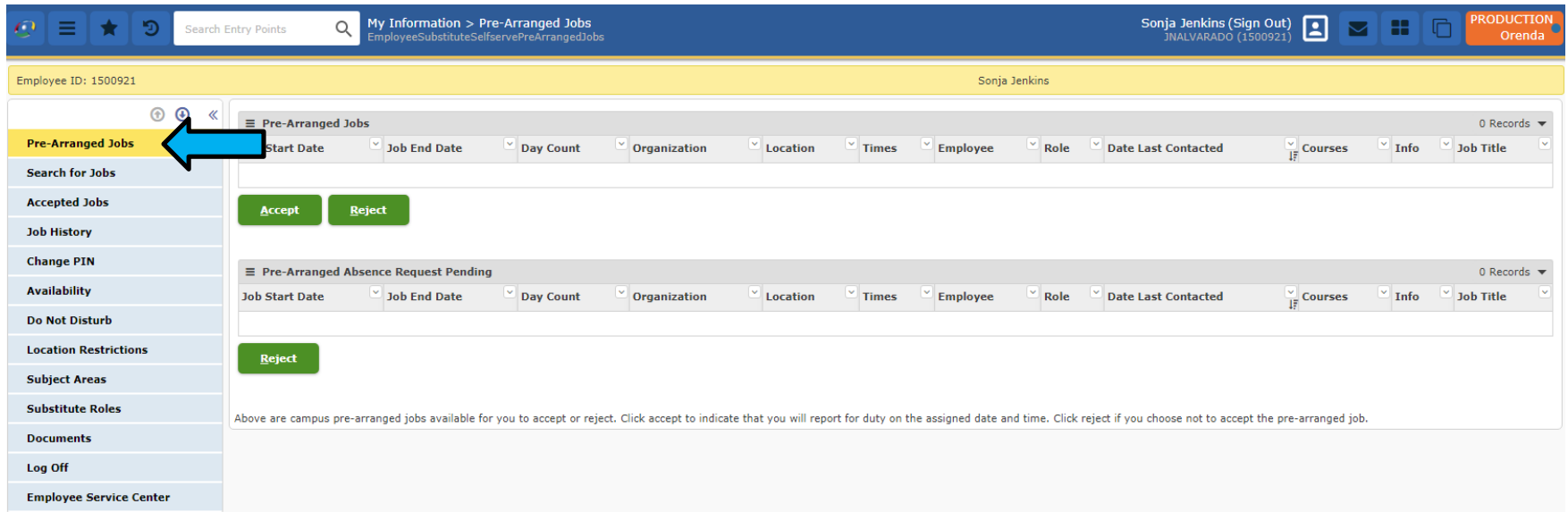
 Sign On

To [Retrieve PIN](#), Click Here

- Enter the last 4 digits of your social
- Enter your unique pin number.

****If you don't know your pin number
you can retrieve it by clicking "To
Retrieve PIN, Click Here".**

Substitute Accepting Pre-planned Absence Frontline ERP & SIS



Employee ID: 1500921 Sonja Jenkins

My Information > Pre-Arranged Jobs
EmployeeSubstituteSelfservePreArrangedJobs

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION
Orenda

Pre-Arranged Jobs 0 Records

Start Date Job End Date Day Count Organization Location Times Employee Role Date Last Contacted Courses Info Job Title

Accept Reject

Pre-Arranged Absence Request Pending 0 Records

Job Start Date Job End Date Day Count Organization Location Times Employee Role Date Last Contacted Courses Info Job Title

Reject

Above are campus pre-arranged jobs available for you to accept or reject. Click accept to indicate that you will report for duty on the assigned date and time. Click reject if you choose not to accept the pre-arranged job.

- If a teacher has requested the substitute for a pre-planned absence, the pre-arranged job will be displayed upon log-in.
- After **highlighting the job (it will turn yellow)**, you may accept or reject the job using the appropriate button.

Substitute view Search for available jobs Frontline ERP & SIS

Employee ID: 1530808 Janine Nicole Alvarado

Search Entry Points My Information > Substitute Search Jobs EmployeeSubstituteSelfserveJobs Sonja Jenkins (Sign Out) JNALVARADO (1500921) PRODUCTION Orenda

There are no job available that match your profile. Please try again later.

Jobs 0 Records

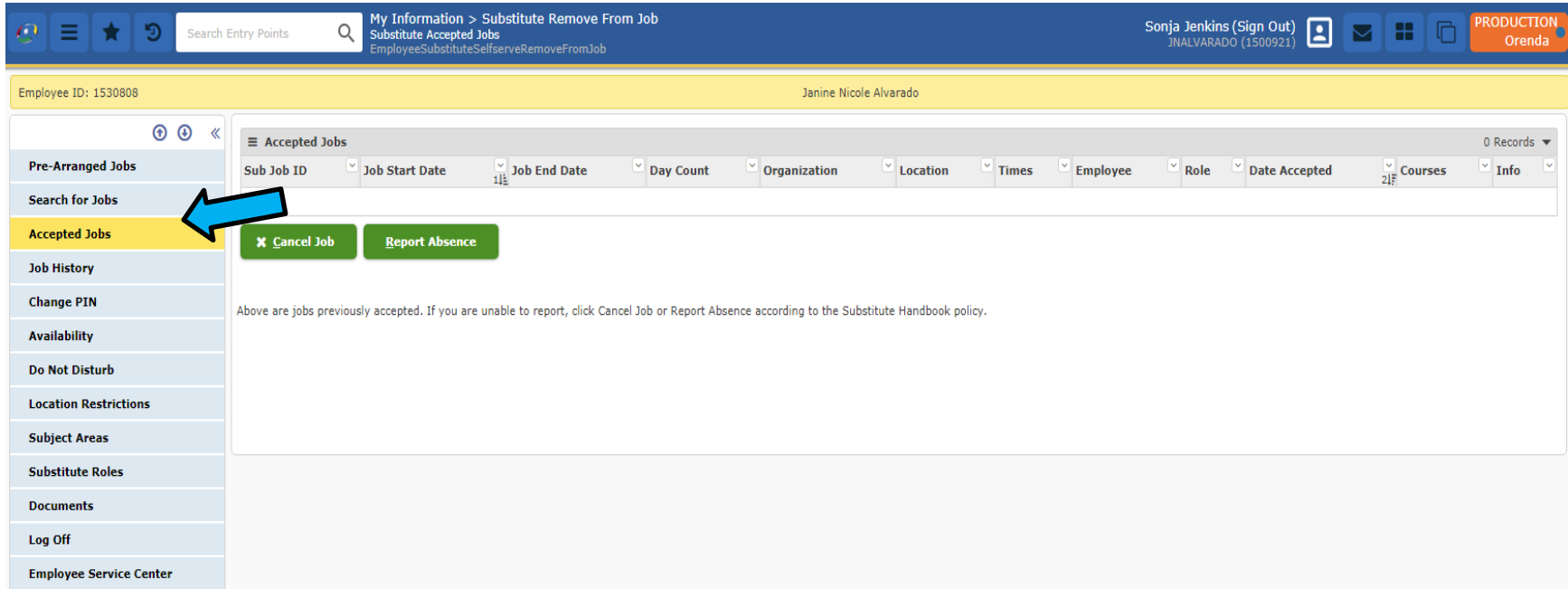
Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Courses	Info	Job Title
----------------	--------------	-----------	--------------	----------	-------	----------	------	---------	------	-----------

Accept Refresh

- Click on “Search for Jobs” to find available classroom jobs.
- If you would like to accept the job, highlight the row (it will turn yellow)
- Press the **Accept Button**.
- You have now accepted the job!

Please Note: “Function pay jobs” will not be displayed through the FRONTLINE system – they will be requested and arranged by the campus office.

Substitute view available jobs Frontline ERP & SIS



Employee ID: 1530808 Janine Nicole Alvarado

My Information > Substitute Remove From Job
Substitute Accepted Jobs
EmployeeSubstituteSelfserveRemoveFromJob

Sonja Jenkins (Sign Out)
JNALVARADO (1500921)

PRODUCTION
Orenda

Accepted Jobs

Sub Job ID Job Start Date Job End Date Day Count Organization Location Times Employee Role Date Accepted Courses Info

0 Records

Cancel Job Report Absence

Above are jobs previously accepted. If you are unable to report, click Cancel Job or Report Absence according to the Substitute Handbook policy.

You may view the list of accepted jobs under the Accepted Jobs Tab.

FRONTLINE does provide the option to cancel a job. But please **do not** use this function.

If you need to cancel a job, you must contact the campus office so they can plan for the classroom accordingly.

Substitute view Job History Frontline ERP & SIS

The screenshot displays the Frontline ERP & SIS interface. At the top, a blue header bar contains navigation icons, a search bar labeled "Search Entry Points", and user information: "My Information > Substitute Jobs History" and "EmployeeSubstituteSelfserveJobsHistory". On the right, it shows "Sonja Jenkins (Sign Out)" and "JNALVARADO (1500921)". A red "PRODUCTION Orenda" button is also present.

Below the header, a yellow bar displays "Employee ID: 1530808" and "Janine Nicole Alvarado".

The main content area is divided into a left sidebar and a main panel. The sidebar lists various options: "Pre-Arranged Jobs", "Search for Jobs", "Accepted Jobs", "Job History" (highlighted in yellow with a blue arrow pointing to it), "Change PIN", "Availability", "Do Not Disturb", "Location Restrictions", "Subject Areas", "Substitute Roles", "Documents", "Log Off", and "Employee Service Center".

The main panel is titled "Substitute Jobs History" and shows a table with columns: "Substitute Job Id", "Job Start Date", "Job End Date", "Organization", "Location", "Times", "Employee", "Role", and "Job Title". Below the table, there are three green buttons: "Cancel Job", "Next 60 days", and "Previous 60 days". The table currently shows "0 Records".

You may view your Job History under the Job History tab. This will display the start and end dates as well as the employee for whom you subbed.

Again, **DO NOT** use Frontline to cancel a job, you must contact the front office.

Substitute view Job History Frontline ERP & SIS

Employee ID: 000443 Christina Miller Denson

My Information

Substitute Availability

Calendar

June, 2016

Wk Sun Mon Tue Wed Thu Fri Sat

22 1 2 3 4

23 5 6 7 8 9 10 11

24 12 13 14 15 16 17 18

25 19 20 21 22 23 24 25

26 26 27 28 29 30

Select date

Fri, Jun 24, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Available	Available	Available	
5	6	7	8	9	10	11
	Available	Available	Available	Available	Available	
12	13	14	15	16	17	18
	Available	Available	Available	Available	Available	
19	20	21	22	23	24	25
	Available	Available	Available	Available	Available	
26				30		
				Not Available		
				All day		

Start Date: 06-24-2016 End Date: 06-24-2016

Are you available any portion of this day? ☒ Yes ☐ No

Ok Cancel

You may set your availability under the Availability tab:

1. Click on a calendar date, which will display a pop-up.
2. Choose the dates for which you are NOT interested in accepting substitute jobs.
3. If you will only be unavailable for half of the day and would still like to accept half day jobs, select YES. If you will be unavailable all day, select NO.

If you select yes, you will be able to choose the times you will be unavailable.

Available Available Available

Start Date: 06-24-2016 End Date: 06-24-2016

Are you available any portion of this day? ☒ Yes ☐ No

Start Time * 0:00 End Time * 0:00

Ok Cancel

Substitute view Availability calendar Frontline ERP & SIS

My Information

Pre-Arranged Jobs

Search for Jobs

Accepted Jobs

Job History

Change PIN

Availability

Do Not Disturb

Location Restrictions

Subject Areas

Substitute Roles

Documents

Log Off

Employee Service Center

Substitute Availability

Calendar

June, 2016

< Today >

Wk Sun Mon Tue Wed Thu Fri Sat

22 1 2 3 4

23 5 6 7 8 9 10 11

24 12 13 14 15 16 17 18

25 19 20 21 22 23 24 25

26 26 27 28 29 30

Select date

Mon, Jun 27, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Available	Available	Available	
5	6	7	8	9	10	11
	Available	Available	Available	Available	Available	
12	13	14	15	16	17	18
	Available	Available	Available	Available	Available	
19	20	21	22	23	24	25
	Available	Available	Available	Available	Available	
26	27	28	29	30		
	Not Available All Day	Not Available	Not Available	Not Available		

Once you have chosen the dates, your availability will be displayed on the calendar. While setting your availability is not required, it will assist greatly in planning for classroom coverage as well as for function pay jobs.

Substitute – Not Available setup Do Not Disturb Frontline ERP & SIS

My Information

Substitute Do Not Disturb

Substitute Do Not Disturb

Start Date: * End Date: *

Start Time: * End Time: *

[Add](#) [Clear](#)

Substitute Do Not Disturb

[Sort](#) | [Clear](#) Sorted by: (default)

Start Date	End Date	Start Time	End Time
07-01-2016	07-05-2016	8:00 AM	12:00 PM

[Edit](#) [Delete](#)

record count: 1 of 1

- If you will be unavailable for an extended period of time, you may set the dates in the **Do Not Disturb** tab.
- You may enter the start and end dates as well as the start and end times.
- This will be useful to communicate if you are only interested in subbing for a half day in either the morning or the afternoon.

Cancelling Substitute Jobs

- If a substitute picks up an absence and the teacher later cancels the absence, the substitute will be **notified** that the job is no longer available.
- If a substitute needs to cancel a job, contact the office ASAP. Unless in the case of a true emergency, jobs must be cancelled at least 24 hours in advance.
- If a substitute cancels **more than three jobs** with less than 24 hour notice during an academic year, they may no longer be eligible to sub.

CANCELLED

Substitute Schedule

Instructional Day Schedule by campus



Gateway Prep

- Elementary (Grades K-4) 7:45 am – 3:00 pm
- Secondary (Grades 5-12) 8:30 am – 3:45 pm



Gateway Tech

- Morning Session 8:00 am – 12:05 pm
- Afternoon Session 12:15 pm – 4:20 pm

Kingsland

- 7:45 am – 3:00 pm

Nolan Creek

- 7:30 am – 2:55 pm

Substitutes are required to arrive on campus **15 minutes prior** to the start of school.

For half day jobs for all grade levels, subs please confirm with the school office.

Beginning of the Day

1. Report to main office upon arrival to sign/clock in, receive attendance rosters, and to check out a badge/key lanyard or local campus process.
2. Check with the main office for scheduled special events.
- 3. Be in the classroom at least 10 minutes before the start of class.**
4. Familiarize yourself with emergency drill procedures in every classroom.
5. Follow the **lessons plans** left by the classroom teacher.
6. Review the class schedule for the day.
7. Check for any possible student health related concerns.

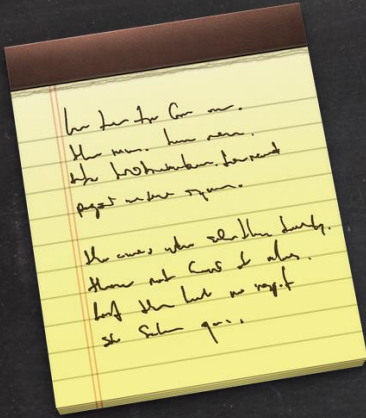


During the Day

1. Maintain good discipline. Don't hesitate to ask for help with any discipline issues. **Do not touch or restrain students at any time.**
2. Notify the main office immediately of any serious problems that occur, so that an administrator can be contacted if necessary.
3. Immediately report any injuries to the school's office; complete any paperwork necessary.
4. Properly record attendance.
5. Do not record or take pictures of students.
6. Do not bring food, snacks, or other treats for the students.



End of the Day



1. Leave notes to the classroom teacher about work completed, problems that might have occurred, or praise for students.
2. Return and check in badge/key lanyard (**substitute badges/keys may never leave the campus for any reason**).
3. Place signed and dated attendance rosters in the front office.
4. Sign out and/or clock out in the front office.
5. The type of housekeeping expected of teachers will be expected of substitute teachers. Students are also expected to maintain an orderly workspace.

Leave the classroom in the condition in which you found it or better.

◉◉ **Cleaning
TIME**

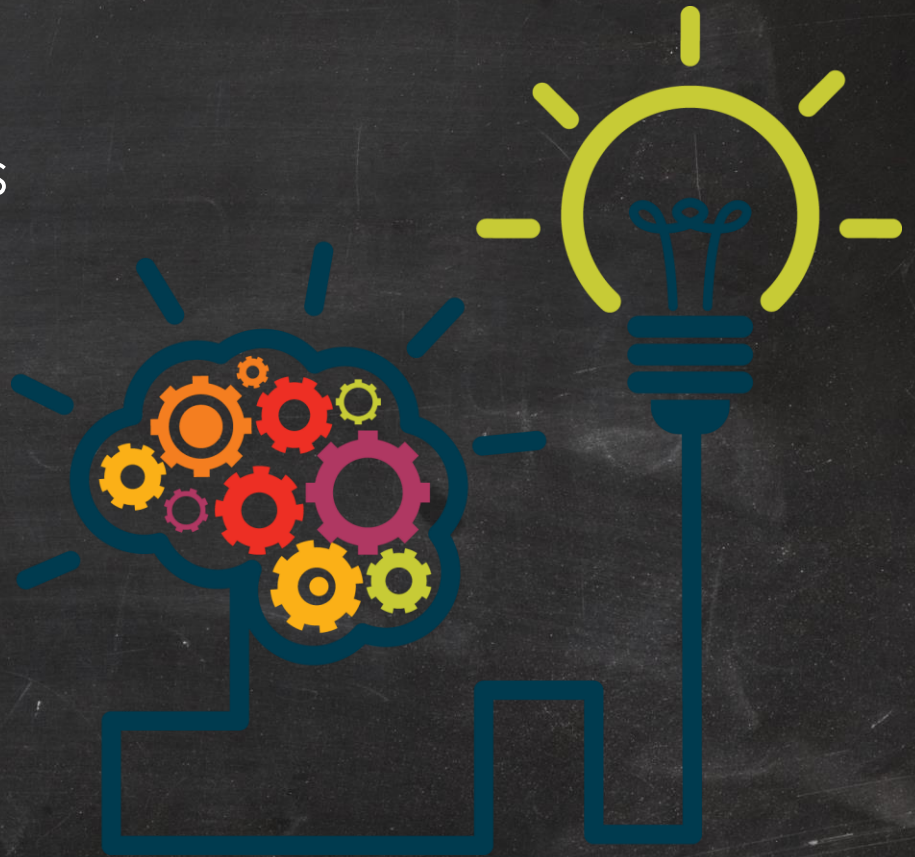


Evaluations

Teachers and administrators will have an opportunity to complete an evaluation form for all substitutes.

Testing

All substitutes will be required to complete training prior to accepting any testing jobs. Training dates for Spring Testing to be announced.



Handbook Highlights

Substitutes are required to read the **Employee Handbook** in its entirety (located on the Orenda Education website under Careers/Employee Tools/Human Resources/Employee Handbook)

- You'll receive a parking permit that will remain active until separation from Orenda (only applies to Gateway Prep)



- All Orenda campuses are both smoke free and drug free (this includes smokeless tobacco and vaping products)
- All serious incidents such as employee & student injuries, damaged equipment, etc. (requires a serious incident form be completed) must be reported to the administration immediately

Student Interactions



DO:

- Adhere to high standards for appropriate school relationships



DON'T:

- Do not send students text messages
- Do not interact with students on **social media or email**
- Do not post any photos or statements about students on social media



Student Confidentiality



DO:

- Share any concerns with campus administration.
- Use common sense and your best judgement.



DON'T:

- Copy or share any student information with parents, students, or other staff members
- Also, as a reminder, don't access something that you have not been permitted to view. For ex: upcoming quiz or grades



Cell Phone Usage



DO:

- Set a positive example and refrain from cell phone usage (cell phone usage acceptable only in case of emergency or to contact front office)



DON'T:

- Check emails, text messages, social media, or accept personal calls in the classroom



Benefit Information

- Health insurance is available to all substitutes
- Substitutes are responsible for the **full monthly premium**
 - If a paycheck is not generated, benefit premiums must be paid within 7 days after payroll**
 - Failure to pay premiums prior to the 7th day after payroll will result in **cancellation** of the insurance policy



**Checks and money orders should be sent to the Business Office and made out to "Orenda Education"

Benefits



Substitutes may enroll in benefits at the time of hire or during Open Enrollment at the start of a new school year. If you are interested in enrolling in a health insurance plan, please contact Teresa Moreno or Hallie Coombs for more information.

If benefits are declined while serving as a substitute and a job offer is later made, this will now qualify as a special enrollment event. An enrollment period of 31 days will begin on the date of hire in to the new position.

Teresa.Moreno@orendaeducation.org

Hallie.Coombs@orendaeducation.org



Questions?

Please direct any specific school substitute questions to the following campus staff:

- Gateway Prep- Mallory Crowder (mallory.crowder@orendaeducation.org)
- Gateway Tech – Sikini Lee (sikini.Lee@orendaeducation.org)
- Kingsland School – Crystal Serda (crystal.serda@orendaeducation.org)
- Nolan Creek – Jamielynn Schweigert (jamielynn.schweigert@orendaeducation.org)

For any other questions please contact the district staff:

Hallie Coombs, Payroll/Benefits Specialist – Hallie.coombs@orendaeducation.org
Marta Perez-Guerra, HR/Recruiting Specialist - marta.perez-guerra@orendaeducation.org
Teresa Moreno, Director of Human Resources - teresa.moreno@orendaeducation.org
Margina Escobar, CFO - margina.escobar@orendaeducation.org

