



Guest Teacher/Assistant
Handbook
2020-2021

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Introduction

In Collier County, the school, the home, and the community work together to prepare our young people for this century. Our focus is on the student in all that we do in our public schools. Because of our focus on student achievement and success, we want to assist you in being effective each and every time you enter a school as a ***Guest Teacher or Guest Assistant***. Our Professional Training Program was designed to provide the support you need to foster continuity in the instructional program. Your success as a ***Guest Teacher and Guest Assistant*** enhances the chances for success of the students in your care.

In every state, district, and school in America, an estimated 10% of all of the children attending school are being taught by Guest Teachers each day. An educational survey determined that for every student completing grades 1-12, one year of that student's education will be taught by a Guest Teacher. In addition, working as a Guest Teacher or Guest Assistant provides a variety of benefits to accommodate people considering a teaching career, someone with education but no experience as well as someone with both education and teaching experience. Below is a list of some of the top benefits of becoming a Guest Teacher or Guest Assistant:

- Gain experience without all the nightly work and preparation.
- Compare and contrast different schools and their environments.
- Be better prepared for interviews by meeting administrators.
- Teach and learn a variety of materials.
- See job postings and hear about possible vacancies.
- Gain confidence in your abilities to teach.
- Practice classroom management techniques.
- Choose which days to work – flexible schedule.

The purpose of this handbook is to assist you in understanding your duties and responsibilities as a guest teacher in Collier County Public Schools. This handbook is divided into six sections:

1. **Overview** contains the role of the Guest Teacher in the educational process.
2. **Process and Procedures** contains information for the application process, use of the Absence Management System, the District Assigned Program, long-term assignments and emergency procedures.
3. **Expectations and Responsibilities** contain a list of expectations, District policies, general guidelines, responsibilities, and suggestions for classroom management techniques.
4. **Compensation** contains information about the Guest Teacher and Guest Assistant salary scheduled, payroll periods and pay dates, BENCOR and EZ Stub.
5. **General Information** contains information on School Board members, maps, school opening and dismissal times, calendars, and school cancellation/delayed openings.
6. **Resources** contains ideas for a super-sub pack.

Thank you for your time, creativity, and enthusiasm to work in a stimulating environment where excellence is an expectation.

District Overview

Mission/Vision

By providing exceptional educational opportunities that motivate and engage each student, all students will complete school prepared for ongoing learning as well as community and global responsibilities.

Fast Facts

- 53 Schools and 1 eLearning Academy – estimated 48,000 students enrolled in grades PreK – 12.

Elementary Schools	31
Middle Schools	10
High Schools	8
K-12 School	1
Alternative Center	1
Technical Colleges	2
eCollier Academy	1

- The District employs approximately 3,200 highly qualified teachers, 46.5% with advanced degrees.
- The Collier district is a recognized leader in Florida when it comes to technology. For the 2020-21 school year, the District will provide devices (laptops and iPads) to every student in pre-kindergarten through 12th grade.
 - Grades 1-12: students will be individually assigned a laptop which will be available for students to take home,
 - Pre-Kindergarten and Kindergarten: students will be assigned an iPad which will be available for students to take home.
- The district's two technical colleges (Lorenzo Walker Technical College and Immokalee Technical College) and adult education programs (located at several sites throughout the district) offer students both short- and long-term programs.

Processes and Procedures



Application Process and Requirements

A. Qualifications

Guest Teachers

- Guest Teacher are required to be twenty-one (21) years of age or older.
- Guest Teacher are required to hold an associate degree or higher.

Guest Assistants

- Guest Assistants are required to be eighteen (18) years of age or older.
- Guest Assistants must have a high school diploma and have passed the Paraprofessional Exam or have 60 or more college credits.

B. Hiring Process

Prospective Substitute Teachers/Assistants must complete the following:

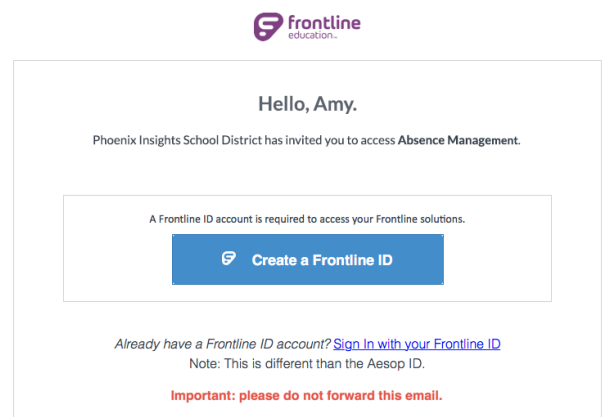
- Applicants must have a completed online application, upload a copy of graduate or undergraduate transcripts of college credits or Para-Professional exam results. *Upon hire, official transcripts will be required.*
- Selected candidates will receive an email from the Guest Teacher/Assistant Program to schedule an interview.
- References will be gathered from the current and recent supervisors. It is strongly recommended that all applicants let their current and most recent supervisors know that CCPS HR personnel will be reaching out requesting a reference and/or verification of employment.
- Fingerprint background screening and drug screening process will be completed by the applicant.
- Applicants will receive a new hire packet electronically. Once completed, instructions to attend a virtual technology training will be provided.
- The new hire Guest Teacher/Assistant will be entered into the online Absence Management system.

Absence Management

A. Signing In

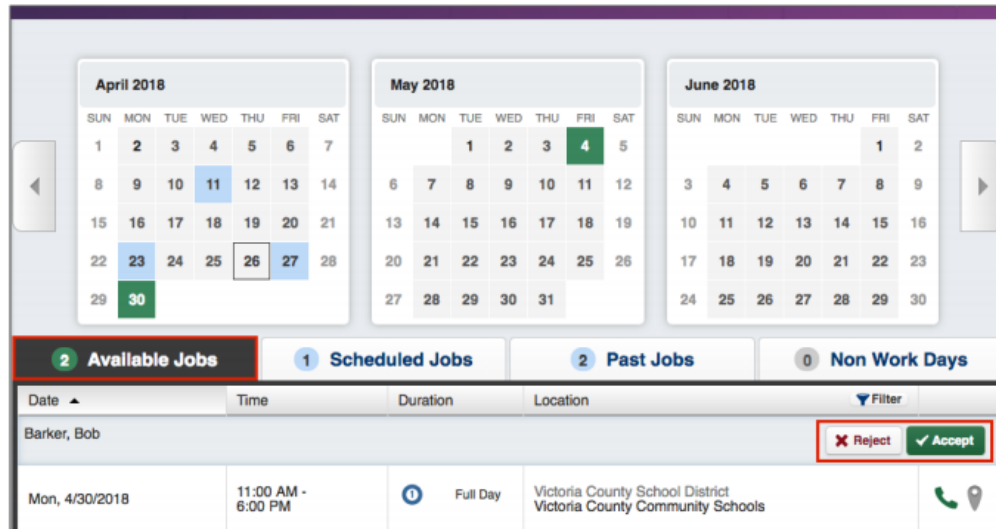
Once added in the system, Guest Teacher and Guest Assistant will receive an email invitation to create username and password.

Type www.Aesoponline.com in your web browser's address bar. The Sign In page will appear. Enter your ID/username and password and click Sign In.



B. Searching for Available Jobs

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab. To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).



C. Accessing Absence Management on The Phone

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial 1-800-942-3767. You'll be prompted to enter your ID number (telephone number including area code), followed by the # sign, then your PIN number (last four numbers of social or EIN), followed by the # sign.

When calling the Absence Management system, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When Absence Management Calls you

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job. Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see “When You Call into Absence Management” section above) to hear a list of all available jobs.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent Absence Management from calling again today – Press 2
- Prevent Absence Management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

For other AESOP trainings visit
<https://www.collierschools.com/Page/12214>

District Assigned Program

District Assigned Guest Teachers and Guest Assistant are contacted every morning by the District Guest Teacher Program and assigned to absences for the day.

- A. District Assigned Guest Teachers and Guest Assistants are to report to the assigned school each day. If the Guest teacher/Assistant declines work, then he/she will be sent home and not be compensated for the day.
- B. District Assigned Guest Teachers and Guest Assistants must be willing to work in any and/or all grade levels and subjects including non-instructional assignments.
- C. District Assigned Guest Teachers and Guest Assistants must work 5 days per week. Level II Staff are permitted to miss one (1) day in a 30-day period. Absences more than a day must be arranged with the Guest Teacher Program.
- D. District Assigned Guest Teachers are compensated at the higher pay rate of \$17.33 per hour for all assignments (no exceptions).
- E. District Assigned Guest Assistant are compensated at the higher pay rate of \$13.06 per hour for all non- instructional assignments (no exceptions).
- F. District Assigned Guest Teachers and Guest Assistants may not accept assignments through the Absence Management program.
- G. If District Assigned Guest Teachers and Guest Assistants are not able to meet the above mentioned requirements, they will be automatically removed from the Level II District Assigned Program, and reassigned to a Level I staff (rate contingent upon degree/assignment).

Long Term Teaching

In the absence of a regular Teacher, a Long-Term Guest Teacher (bachelor's degree required) shall be employed when it is known or determined that a regular teacher will be absent for ten (10) working days or more. A Long-Term Guest Teacher is eligible for higher rate of pay (\$225.00 per teacher day (7.5 hrs) or \$30.00 per hour – base pay for the Bachelor's degree/zero experience) after completing 30 consecutive work days in the same instructional assignment (*i.e covering for the same instructional assignment/same students*). The first 30 days on the assignment are compensated at the Guest Teacher's highest degree level rate. When

accepting a subsequent long-term teaching assignment during the same school year, there is NOT another 30 work day waiting period to receive the higher rate.

Guest Teacher & Guest Assistant Requirements

Eligibility to stay active with the Guest Teacher and Guest Assistant program, is contingent upon meeting certain requirements by the conclusion of each school year (June 30, 2020). These requirements are:

1. Completion of the annual SafeSchools trainings. These trainings consist of three (3) courses: Blood borne Pathogens, Hazardous Communications and Disruptive Student Behavior.
2. Must work at least ten (10) full days
 - a) Guest Teacher and Guest Assistants hired on or after January 1, must work five (5) or more full days.
3. Submission of annual Intent and Requirement letter.
4. District Guest Certificate is issued upon completion of New Hire Orientation (certification expires after one (1) year). Certificate renewal is granted after successfully completing the annual requirements. If Guest Teacher holds a State issued Teaching Certificate, this certificate must remain active. If State issued Teaching Certificate has expired, District issued certificate will be activated.
5. Completion of the annual safety training meeting - trainings are offered during both the fall and spring semesters.

Guest Teachers or Guest Assistants who do not meet one or all of the above requirements will not be eligible to work in a guest capacity for the following school year. Furthermore, Guest Teachers and Guest Assistants that do not meet these minimal requirements will be purge from the Absence Management system and employment as a Guest Teacher or Guest Assistant will end at the conclusion of the school year. Guest Teachers or Guest Assistants that wish to resume active employment status must reapply, incur associated background check fees and complete all related onboarding paperwork and trainings requirements.

SafeSchools Access

To access your SafeSchools training follow the steps below. (You must use CHROME).

1. Go to the district website and click on the Staff Page. Click on the SafeSchools Training link on the left side of the page. <http://www.collierschools.com/staff>
2. Next click on the SafeSchools link to redirect to the login page. Enter you ID number for username.

SAFESCHOOLS TRAINING 2019-2020

**** YOU MUST USE CHROME.** Please make sure you access below using ~~Chrome~~ Only.

1. To LOGIN to any of the below listed training courses go to [Safe Schools Login](#)
2. Enter your employee ID number for username if prompted.
3. Confirm your username by clicking on the 'Log Me In' button.
4. Click: "Take more Courses" to view entire list of training courses available (see list below).
5. Contact the helpdesk if you do not know your network username or password.

If you have issues logging in or need to reset your password contact the helpdesk at HelpDesk@collierschools.com.

Restrictions (Restriction is received in Human Resources (Guest Teacher Program))

When a school administrator feels a Guest Teacher's or Guest Assistance's performance has been unsatisfactory or the Substitute Teacher or Assistant has demonstrated inappropriate behavior, they must:

1. Submit a Guest Teacher Restriction form within 48 hours to the Guest Teacher Program.
 - A. Include any supporting documentation (i.e. student or staff statements)
2. The school administrator will review the reported issue with the Guest Teacher or Guest Assistant within 48 hours of the alleged incident.
3. Upon receipt of the Guest Teacher Restriction form, and if the complaint is not an immediate cause for termination, the Guest Teacher Program Specialist will notify the Guest Teacher or Guest Assistant of the restriction, and will provide an opportunity for a written reply or response.
 - A. Guest Teacher/Assistant is immediately restricted from filling assignments at all schools.
 - B. Guest Teacher/Assistant is notified through email and a phone call about the restriction and a meeting with the Guest Teacher Program Specialists is scheduled.
4. **Guest Teacher/Assistant Meeting (Minor concern)**
 - A. Guest Teacher/Assistant attends meeting to go over the day of the alleged incident and any concerns he/she may recall from the day.
 - B. Guest Teacher/Assistant training is offered. Guest Teacher Specialists will discuss additional training the Guest Teacher will be required to complete prior to the Guest Teacher being able to return to normal duty at sites where he/she has not been restricted.
 - i. First occurrence – Shadowing teacher/non-instructional employee or Safe School Training.
 - ii. Second occurrence – Shadowing teacher/non-instructional employee or Safe School Training.
 - iii. Third occurrence – All restrictions are reviewed to determine the necessity for further disciplinary action, up to and including termination of services.
5. **Guest Teacher/Assistant Meeting (Serious Concern)**
 - A. Guest Teacher/Assistant attends meeting to go over the day of the alleged incident and any concerns he/she may recall from the day.
 - B. Guest Teacher/Assistant is notified that he/she will remain restricted until further notice, and informed that he/she will be contacted at a later date to request a meeting to review the restriction. All investigative materials will be collected, summarized and provided to the employee review committee.
 - i. After employee review committee review:
 1. If termination of services is recommended – guest teacher returns to Human Resources for meeting to go over separation and to be in receipt of the letter.
 2. If termination is not recommended Guest Teacher will follow the minor concern guidelines.

- a.** Required Guest Teacher training is completed and the account is re-activated in the Absences Management system.

Expectations and Responsibilities



Professional Ethics and the Principles of Professional Conduct

Although your assignments are temporary, you are a valuable and valued member of the instructional staff. Accordingly, you should fulfill the same duties and exhibit the same professionalism expected of classroom teachers. You are urged to conduct yourself at school and in the community in ways that will bring credit to yourself, the teaching profession, and the District School Board of Collier County.

In observing guidelines for professional conduct, you:

1. Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
2. Shall not unreasonably deny a student access to diverse points of view.
3. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
4. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
5. Shall not intentionally violate or deny a student's legal rights.
6. Shall not exploit a professional relationship with a student for personal gain or advantage.
7. Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
8. Shall not use institutional privileges for personal gain or advantage.
9. Shall accept no gratuity, gift, or favor that might influence professional judgment.
10. Shall offer no gratuity, gift, or favor to obtain special advantages.
11. Shall maintain honesty in all professional dealings.
12. Shall not intentionally make false or malicious statements about a colleague.
13. Shall not misrepresent one's own professional qualifications.
14. Shall fulfill all reasonable assignments of the staff member including supervisory duties outside the classroom.
15. Shall complete routine teaching duties including leaving room in order, leaving a summary of work completed, and such other responsibilities as may be necessary to ensure that instruction will progress smoothly.
16. Shall observe all District School Board of Collier County policies.
17. Shall remain on campus throughout the school day, including planning periods and lunch breaks.
18. Shall not discuss religion, sex, or politics with students unless the topic is expressly called for in the regular teacher's lesson plans. In cases where these topics are called for in the lesson plan, no comments will be made that are not germane to the lesson. Personal experiences or beliefs will not be shared.
19. Shall not use racist or sexist comments.
20. Shall not criticize members of the staff in the presence of students.

Identifying and Reporting Professional Misconduct

Florida Statutes s. 1006.061 states all employees and agents of the district school board, charter schools and private schools that accept scholarship students, have an obligation to report misconduct by an instructional personnel member or school administrator.

- All employees of Collier County Public Schools have an obligation to report misconduct.
- Report allegations or suspicion of misconduct by an employee, volunteer or contractor to your school administrator or the Office of Human Resources.
- Report allegations or suspicion of misconduct by your school administrator to the Office of Human Resources.
- Document the activities or details of the event.
- Secure evidence (if applicable).
- Failure to report misconduct may lead to verbal warning, suspension with or without pay, written reprimand or termination of employment.

The Code is applicable and enforced to all Collier County Public School students.

SEE IT? • SAY IT!

KEEPCOLLIERSAFE

DON'T SPREAD IT • REPORT IT

**ALL THREATS ARE TAKEN SERIOUSLY
REPORT SUSPICIOUS ACTIVITY IMMEDIATELY
DO NOT SPREAD SUSPICIOUS IMAGES/POSTS ON SOCIAL MEDIA**

**TALK
TO AN ADULT**

Tell a school administrator, teacher, YRB Deputy, coach, counselor, parent, or any adult with whom you feel comfortable talking.



**CALL
TO REPORT**

Collier County Sheriff's Office
239-252-9300

SWFL Crime Stoppers
1-800-780-TIPS (8477)



**REPORT
ONLINE**

Go to:
collierschools.com/keepcolliersafe

Click the "REPORT IT" button to report suspicious activity or threats to the Collier County Sheriff's office.

**Click here to
REPORT IT**

**USE THE
APP**

Download FortifyFL
to report suspicious activity.
www.GetFortifyFL.com

Available on the App Store and Google Play



Guest Teacher Responsibilities

If you accept a Guest Teaching Assignment you are responsible for the following:

1. The employee id badge must be worn and visible at all times.
2. A mask/face covering must be properly worn at all times while at the school site.
3. Be on duty at the assigned time.
4. Take roll and follow the school's attendance procedures.
5. Maintain order in the classroom.
6. Learn and make use of routine procedures, which have been established by the classroom teacher, helpers and workers.
7. Make every effort to leave plans and materials in order.
8. Follow the teacher's plans in sequence.
9. Fulfill all responsibilities of the regular classroom teacher.
10. Supervise the students assigned to the regular classroom teacher at all times (i.e., home room, special classes, halls, dismissal, cafeteria, etc.)
11. Immediately report to the school administration all incidents involving student injuries or misconduct.
12. A guest teacher may handle various classroom situations in a manner comfortable to him/her within the framework of the teacher's guidelines and school policy. However, at no time should a guest teacher use any form of corporal punishment or physical force in dealing with student discipline.
13. A guest teacher is encouraged to take any concerns to the school Principal/Administrator.
14. Leave a note for the classroom teacher in the lesson plan book at the conclusion of the instructional day. This note should include:
 - A. work covered as specified in plan book
 - B. any change in the lesson plan and the reason
 - C. any misconduct of students
 - D. any communication received from parents
 - E. students who were helpful and well behaved
15. Work the same number of hours worked by the employee who is on leave or the scheduled number of hours for the vacant position.
16. Guest Teachers are **not permitted to leave** the school premises once they arrive.
17. For each day of guest teaching, sign in as directed by the individual school office.

Guest Assistant Responsibilities

If you accept a Guest Assistant Assignment you are responsible for the following:

1. The employee id badge must be worn and visible at all times.
2. A mask/face covering must be properly worn at all times while at the school site.
3. Be on duty at the assigned time.
4. Work the same number of hours worked by the employee who is on leave or the scheduled number of hours for the vacant position.

5. Job duties may vary depending on the job selected to cover. Instructions of duties are provided by the school when arriving.
6. Report to the school administration all incidents involving student injuries or misconduct.
7. Guest Assistants are **not permitted to leave** the school premises once they arrive.
8. For each day of guest assisting, sign in as directed by the individual school office.

Guest Teacher Managerial Duties

Reporting to the Office

1. Arrive at least thirty (30) minutes before classes begin. If you receive a late call, arrive as soon as possible.
2. Register in the office with the school secretary or other designated person.
3. Be prepared to know that your work schedule or assignment may change upon arrival, depending on the needs of the school.
4. Ask for a copy of the teacher's schedule and find out if he/she has any extra duties for the day. Clarify the lunch schedule; middle and high schools in particular have complicated bell schedules for lunch dismissal.
5. Obtain the teacher's lesson plans, class rolls, books, etc., if they have been left in the office. If you are unable to locate lesson plans, let the person responsible for guest teachers know immediately.
6. Ask if there are any special activities scheduled which will affect the usual procedures for the day.
7. Check the teacher's mailbox for bulletins, messages, or announcements. (Leave personal mail in the box.)
8. Request a school map and forms for routine procedures (Absentee slips, hall passes, etc.)
9. Inquire about end-of-day responsibilities (i.e. walking the students to the buses) and procedures (i.e. safeguarding the teacher's materials, closing the classroom).
10. Familiarize yourself with the campus.
11. Find out if your classroom has a helping teacher or teacher's aide. Ask for his/her schedule.

Before Classes Begin

1. Introduce yourself to the team leader (elementary) or the department head (secondary) and/or a teacher in an adjacent classroom so that you'll have someone to call on if you have questions or problems.
2. Organize materials to be used during the day (notices from office, handouts, etc.), and check any equipment that will be used to ensure that it is working properly.
3. Locate the class seating charts.
4. Familiarize yourself with the fire drill and other emergency procedures, as well as the evacuation plan posted in the classroom.
5. Find out if any of your students have medical or physical problems, limitations, or routines of which you need to be aware. Also, check for any medication schedules, and who administers the medication (usually the clinic).

During Classes

1. Make any necessary announcements and complete managerial tasks.

Planning Period and Lunch

1. **Do not leave the school** during the planning or lunch period. You may be asked to cover other classes or help out in the library during this time since you are paid for a full day.
2. Grade the assignments you feel competent to evaluate and organize and label all student work for the teacher.
3. Do not record grades in the teacher's grade book; instead, keep a separate list of students and grades given. If you are on an extended assignment, obtain instructions on how and where to record grades.

End of the Day

1. Leave a note for the teacher informing him/her how the day went. Be honest. You can use a copy of the Substitute Report Form in the Appendix for reporting to the teacher.
2. Leave the teacher's materials and students' work in the classroom or in the office as instructed.
3. Keep any copies of rosters, seating charts, etc., that you have made in case you guest teach in the same class again.
4. Ask the principal or his/her designee if your services will be needed the next day.
5. Check with the school secretary to sign forms or record any information needed for verification of your work for the day.

Classroom Management

The following tips, if practiced routinely, may help eliminate classroom problems before they begin.

- Take control early and let students know that rules will be enforced.
- Explain how you intend to manage the classroom through the instructional period/day lesson. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students' interest.
- Students are familiar with discipline plans left by their teacher; please try to follow them.

Tips to Remember:

- **Start with a positive connection.** Be direct with your request for positive behavior; a direct request to a student to appropriately behave is better than a negative request to stop misbehavior. It is better to make a request in a soft, firm voice rather than a loud voice. Making eye contact will help convey your message.
- **Proximity** is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Often moving to students who are causing problems will get them to stop acting inappropriately.
- **Relocating** students may be done but should only be done if other requests to stop the undesired action fail. Asking students to change seat locations may be disruptive and challenging.
- **One-on-one** to students is a good option for disruptive students. Never degrade or intimidate students when disciplining. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.
- **Common sense** should be used anytime you are working with students. Make all consequences fit the infraction.

- **Never degrade** or intimidate students. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.
- **Exercise self-control** by always being in control. As the adult in the classroom the guest teacher is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgments.
- **Don't take it personally.** It is important to stay emotionally detached and remain professional.
- **Treat all students with respect.** Avoid any discussions that contain controversial topics, personal qualities, decisions, opinions, or judgment.
- If the student remains non-compliant after trying all the above mentioned techniques, please consult the school administrators.

Cancelling Jobs, Scheduling Errors & Early Release

- **Cancelling jobs:** If it becomes necessary to cancel an assigned job, please do so at the earliest possible opportunity. Best practice is to cancel the job in the system followed by a courtesy call to the campus. **If a job has already started, it will be impossible to cancel it in the system and you MUST call the campus.** Once a job has been accepted, it is critical that the Guest Teacher/Assistant fulfills the commitment or cancels the job 48 hours in advance before the assignments starts. Failure to do so may result in a school's decision to exclude that substitute from working on their campus; repeated excessive cancellations may also result in the substitute being restricted from working district wide. Three cancellation jobs without any explanations is grounds for review for termination.
- **Scheduling Errors:** There could be instances when Guest Teachers/Assistants are erroneously assigned to a job. If you arrive at a school and find out there is no assignment, contact the Guest Teacher Specialist to see if any other job assignments are available at another school.
- **Early Release Day:** Guest Teacher may work the entire day if approved by the school principal where assigned. Otherwise, Guest Teacher are compensated **only** for the hours worked on Early Release days.
- **Planning Time:** If you have a full day assignment where you have planning periods, you may be asked to cover other classes or help out in the library during this time since you are paid for full day.

Important Information

Guest Teachers and/ or Assistants are eligible for day-to-day Guest Teaching and/or Guest Assisting with Collier County Public School District. Guest Teachers and/ or Guest Assistants are not guaranteed long-term guest teaching or guest assisting assignment(s) or any other positions for the District.

Employment as a Guest Teacher and/or Guest Assistant with the District is "at-will". Therefore, there is no guarantee of continued employment whether expressed or implied. Based on the at-will relationship, the District or the Guest Teacher and/ or Guest Assistant may terminate employment at any time, for any reason,

or no reason at all not contrary to law; furthermore, advance notice of such termination is not required by either party.

If a Guest Teacher and or/ Guest Assistant is subject to criminal charges (beyond a minor traffic violation) for any reason, at any time during his/her employment as a Guest Teacher or Guest Assistant, he/she will be immediately restricted from continuing to work as a Guest Teacher or Guest Assistant subject to a review of the nature of the charges and/or until a final disposition is received regarding such charges. The Guest Teacher and/ or Guest Assistant will be solely responsible for providing the District with documentation that indicates a final disposition in his/her criminal proceeding and that his/her ability to continue employment as a Guest Teacher or Guest Assistant will be at the sole discretion of the District after reviewing the disposition provided.

Guest teachers and Guest Assistants, regardless of the length of assignment, do receive benefits.

Compensation



Guest / Substitute Salary Schedule

Guest Teacher:

Guest Teacher Level I	Rate is Degree Dependent:
Degree – Associate’s or 60 credit equivalent	\$112.50 per teacher day (7.5 hrs.) or \$15.00 per hour. **
Degree – Bachelor’s	\$123.75 per teacher day (7.5 hrs.) or \$16.50 per hour. **
Degree – Master’s	\$127.50 per teacher day (7.5 hrs.) or \$17.00 per hour. **
Guest Teacher Level II	\$135.00 per teacher day (7.5 hrs) or \$18.00 per hour.
Long-Term Teaching	\$225.00 per teacher day (7.5 hrs.) or \$30.00 per hour**.
	<p>Base pay for the Bachelor’s Degree/0 experience (daily rate – first year teacher) after 30 consecutive work days in the same assignment (i.e. covering for the same teacher/same students).</p> <p>When accepting a subsequent long-term teaching assignment during the same school year, there is NOT another 30-day waiting period to receive the higher rate. However, you must reach 30 consecutive work days / eligibility for long-term pay in your first long-term guest teacher assignment during the same school year before we can waive the 30-day wait in any additional long-term guest teacher assignment within that same school year.</p> <p><i>Long-term Guest Teacher assignments are ten(10) or more consecutive work days in the same assignment.</i></p>
Immokalee/Everglades Assignments	\$10.00 supplement / day (Guest Teachers and Guest Assistants)

Guest Assistant:

Guest Assistant Level I				Rate is Classification Dependent*
B	C	D	E	Non-Collective Bargaining Unit Substitutes will be paid the minimum rate of the range they are assigned to.
\$12.30**	\$12.65**	\$13.56**	\$14.02**	
Guest Assistant Level II				\$108.48 per teacher day (8.0 hrs.) or \$13.56 per hour

**These rates are effective January 25, 2021, per Board approval on January 12, 2021.

*Please refer to the appropriate salary schedule for a listing of all classifications.

2020-21 Payroll Periods and Pay Dates

PAY PERIOD	BEGIN DATE	END DATE	FIRST POST 10:00 A.M.	RESTRICTED 4:00PM	LEAVE POST	PAY DATE
01	07/01	07/13	07/16	07/20	07/01, 07/24	07/24
02	07/14	07/27	07/30	08/03		08/07
03	07/28	08/10	08/14	08/17	08/21	08/21
3Z	08/11	08/17	08/21	08/24		08/28 ^
04	08/11	08/24	08/28	08/31		09/04**
05	08/25	09/05	09/11	09/14	09/18	09/18**
06	09/06	09/19	09/25	09/28		10/02**
07	09/20	10/03	10/09	10/12		10/16**
08	10/04	10/17	10/23	10/26	10/30	10/30**
09	10/18	10/31	11/05	11/09*		11/13**
10	11/01	11/14	11/13	11/18*	11/27	11/27**
11	11/15	11/28	12/04	12/07		12/11**
12	11/29	12/12	12/16	12/18*	12/23	12/23**
13	12/13	12/26	01/04	01/05		01/08
14	12/27	01/09	01/14	01/19*	01/22	01/22**
15	01/10	01/23	01/29	02/01		02/05**
16	01/24	02/06	02/11	02/16*	02/19	02/19**
17	02/07	02/20	02/26	03/01		03/05**
18	02/21	03/06	03/12	03/16*	03/19	03/19**
19	03/07	03/20	03/26	03/29		04/02**
20	03/21	04/03	04/09	04/12		04/16**
21	04/04	04/17	04/23	04/26	04/30	04/30**
22	04/18	05/01	05/07	05/10		05/14**
23	05/02	05/15	05/21	05/24	05/28	05/28**
24	05/16	05/29	06/04	06/07		06/11**
25	05/30	06/14	06/18	06/21	06/25	06/25
26	6/15	06/30	06/30	07/02		07/09

* RESTRICTED AT 10:00A.M.

** IDENTIFIES PAY DATES THAT HAVE HEALTH, LIFE AND FLEXIBLE SPENDING DEDUCTIONS

^ CCEA Eligible. Please refer to iBriefing

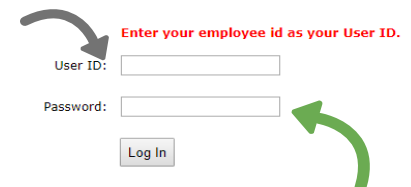
Important Information

- Hours worked are submitted by payroll periods. See payroll periods schedule on previous page for your reference. Refer to the pay period Begin Date, pay period End Date and Pay Date columns.
- The dates you work will determine when you will receive your first pay check and any other checks thereafter.
- Hours worked are entered into the system by the school personnel.
- If hours are missing on your paycheck, follow up with the school personnel first. They must enter your hours before the Payroll Department is able to process a check.
- Pay checks are issued on a bi-weekly schedule every other week on Fridays.
- Pay is directly deposited into your bank account. Your pay stub is available online in your Ez-Stub account.
- To change/ update your direct deposit or W-4 information, contact the payroll department.

EZ- Stub

EZ Stub provides our employees secure online access to current and past pay information 24/7. A tutorial and log-in information can be found at the following website: <https://www.collierschools.com/domain/869>. For all log-in or EZ-Stub issues, please contact the Technology Help Desk at (239) 377-0445 or email helpdesk@collierschools.com.

- All paystubs are available electronically thru EZ-Stub.
- Access to EZ Stub is available after receiving your first paycheck.
- To login to your account go to the District website: www.collierschools.com/staff.
- Scroll to the bottom of the page; where you will see Human Resources on the left hand side.
- EZ Stub is the seventh (7th) bullet point down. Click and choose "Accept" to continue on to their site.
- Your User ID will be your 10 digit employee identification number found on your school badge. Ex: 1000000000.
- When you login for the first time your password will be the last four (4) of your social security number and you will be prompted to create a new password. If this is not your first login, please enter the password you have created.
- Once logged on, you will see a main screen organized by tabs.
- To print a pay stub, click on the blue box under click to view. This will open the paystub and will have options at the top to print.



The image shows a login form for EZ-Stub. It has two input fields: 'User ID:' and 'Password:'. Below the 'Password:' field is a 'Log In' button. A red arrow points from the text 'Enter your employee id as your User ID.' to the 'User ID:' field. A green arrow points from the right side of the form towards the 'Log In' button.

Tabs

- **EZStub** – ie home tab. Current list of paystubs available for viewing/printing. Set up menu for user notification options.
- **Messages** – Employer correspondence.
- **Manage Your Account** – Options for changing account settings such as password and primary email address.
- **Help** – List of Frequently Asked Questions and Answers.

1 Current list of paystubs available for viewing/printing.

CLICK TO VIEW	PAY DATE
	09/08/2006
	08/25/2006

2 Log Out – Click to exit EZStub software.

3. Email Delivery Option
Allows you to receive an electronic copy of your statement via email.

4. Email Notification
Allows you to receive an email notification when your statement is available for viewing/printing.

5. Text Message Notifications
Allows you to receive a text message notification when your statement is available for viewing/printing.

BENCOR (Fica Alternative Plan)

- All Guest Teachers and Guest Assistants are automatically enrolled.
- Contribute 7.5% of your wages on a pre-tax basis to a retirement account in your name.
- Contribution is free from withholding taxes, reducing current income taxes.
- Federal Income Tax (and State Income Tax, if applicable) is deferred until you withdraw your money.
- There is not an option to opt out.
- Your account is always 100% vested and belongs only to you. The balance of your account will be available 90 days after your termination of employment, retirement, or upon hired on a full time position with the District.
- Distribution or Rollover forms can be found online by contacting Bencor for instructions or Contact the Compensation department they can provide you with the forms.
- If a Guest Teacher or Guest Assistant withdraws funds from their BENCOR account they will automatically be terminating employment with the District as a Guest Teacher or Guest Assistant.
- For more information contact BENCOR at 1-(866)296-9712 or visit their website www.bencorplans.com.



FICA Alternative Plan Benefits for Eligible Employees:

- ✓ 7.5% of employee wages are contributed on a pre-tax basis
- ✓ A personal retirement account that you may not otherwise have
- ✓ Investments may be self-directed to meet individual objectives
- ✓ Greater control over retirement funds upon termination, death, disability or normal retirement age
- ✓ Increased account value due to deferred income tax payments on contributions and plan earnings

General Information



Superintendent of Schools and School Board Members

Superintendent – Dr. Kamela Patton



District 3 – Mrs. Jen Mitchell School Board Member



District 1 – Dr. Jory Westberry School Board Member



District 4 – Mr. Erick Carter School Board Member



District 2 – Mrs. Stephanie Lucarelli School Board Member



District 5 – Mr. Roy Terry School Board Member



School Location and Start Times

Elementary Schools

<p><u>Avalon Elementary (AVE)</u> 3300 Thomasson Dr. Naples, FL 34112 Phone: (239) 377-6200 Student Hours 8:20am—2:50pm</p>	<p><u>Big Cypress Elementary (BCE)</u> 3250 Golden Gate Blvd. W Naples, FL 34120 Phone: (239) 377-6300 Student Hours 8:25am—2:50pm</p>	<p><u>Calusa Park Elementary (CPE)</u> 4600 Santa Barbara Blvd. Naples, FL 34104 Phone: (239) 377-6400 Student Hours 8:25am—2:50pm</p>
<p><u>Corkscrew Elementary (CES)</u> 1065 C.R. 858 Naples, FL 34120 Phone: (239) 377-6500 Student Hours 8:25am—2:50pm</p>	<p><u>Eden Park Elementary (EPE)</u> 3650 Westclox Street Immokalee, FL 34142 Phone: (239) 377-9200 Student Hours Pre-K: 8:25am— 2:50pm K-5: 7:55am—2:50pm</p>	<p><u>Estates Elementary (EES)</u> 5945 Everglades Blvd. N. Naples, FL 34120 Phone: (239) 377-6600 Student Hours 8:25am—2:50pm</p>
<p><u>Everglades City (EVG)</u> P.O. Box 170 415 School Dr. Everglades City, FL 34139 Phone: (239) 377-9800 Student Hours 8:15am—3:00pm</p>	<p><u>Golden Gate Elementary (GGE)</u> 4911 20th Place SW (PK-2) – Naples, FL 34116 Phone: (239) 377-6900 Student Hours Pre-K: 8:25am— 2:50pm K-5: 7:55am—2:50pm</p>	<p><u>Golden Terrace Elementary (GTE)</u> 2711 44th Terrace SW (Primary) - 2965 Naples, FL 34116 Phone: (239) 377-7000 Student Hours 8:25am—2:50pm</p>
<p><u>Herbert Cambridge Elementary (HCE)</u> 5055 20th Place SW Naples, FL 34116 Phone: (239) 377-6700 Student Hours 8:25am—2:50pm</p>	<p><u>Highlands Elementary (HLE)</u> 1101 Lake Trafford Rd. Immokalee, FL 34142 Phone: (239) 377-7100 Student Hours 8:20am—3:20pm</p>	<p><u>Lake Park Elementary (LPE)</u> 1295 14th Ave. N Naples, FL 34102 Phone: (239) 377-7200 Student Hours 8:25am—2:50pm</p>
<p><u>Lake Trafford Elementary (LTE)</u> 3500 Lake Trafford Rd. Immokalee, FL 34142 Phone: (239) 377-7300 Student Hours Pre-K: 8:25am—2:50pm K-5: 7:55am—2:50pm</p>	<p><u>Lavern Gaynor Elementary (LGE)</u> 2965 44th Terrace SW Naples, FL 34116 Phone: (239) 377-6800 Student Hours 8:25am—2:50pm</p>	<p><u>Laurel Oak Elementary (LOE)</u> 7800 Immokalee Rd. Naples, FL 34119 Phone: (239) 377-7400 Student Hours 8:25am—2:50pm</p>
<p><u>Lely Elementary (LES)</u> 8125 Lely Cultural Pkwy. Naples, FL 34113 Phone: (239) 377-7500 Student Hours 8:25am—2:50pm</p>	<p><u>Manatee Elementary (MES)</u> 1880 Manatee Rd. Naples, FL 34114 Phone: (239) 377-7600 Student Hours 8:25am—2:50pm</p>	<p><u>Mike Davis Elementary (MDE)</u> 3215 Magnolia Pond Drive Naples, FL 34116 Phone: (239) 377-9000 Student Hours 8:25am—2:50pm</p>

<u>Naples Park Elementary (NPE)</u> 685 111th Ave. N Naples, FL 34108 Phone: (239) 377-7700 Student Hours 8:25am—2:50pm	<u>Osceola Elementary (OES)</u> 5770 Osceola Trail Naples, FL 34109 Phone: (239) 377-7800 Student Hours 8:25am—2:50pm	<u>Palmetto Elementary (PLE)</u> 3000 10th Avenue SE Naples, FL 34117 Phone: (239) 377-9100 Student Hours 8:25am—2:50pm
<u>Parkside Elementary (PSE)</u> 5322 Texas Avenue Naples, FL 34113 Phone: (239) 377-8900 Student Hours Pre-K 8:25am—2:50pm K-5 7:55am—2:50pm	<u>Pelican Marsh Elementary (PME)</u> 9480 Airport Rd. N Naples, FL 34109 Phone: (239) 377-7900 Student Hours 8:25am—2:50pm	<u>Pinecrest Elementary (PCR)</u> 313 9th Street South Immokalee, FL 34142 Phone: (239) 377-8000 Student Hours Pre-K 8:25am—2:50pm K-5 7:55am—2:50pm
<u>Poinciana Elementary (PES)</u> 2825 Airport Rd. S Naples, FL 34105 Phone: (239) 377-8100 Student Hours 8:25am—2:50pm	<u>Sabal Palm Elementary (SPE)</u> 4095 18th Ave. NE Naples, FL 34120 Phone: (239) 377-8200 Student Hours 8:25am—2:50pm	<u>Sea Gate Elementary (SGE)</u> 650 Sea Gate Dr. Naples, FL 34103 Phone: (239) 377-8300 Student Hours 8:25am—2:50pm
<u>Shadowlawn Elementary (SLE)</u> 2161 Shadowlawn Dr. Naples, FL 34112 Phone: (239) 377-8400 Student Hours 8:25am—2:50pm	<u>Tommie Barfield Elementary (TBE)</u> 101 Kirkwood St. Marco Island, FL 34145 Phone: (239) 377-8500 Student Hours 8:25am—2:50pm	<u>Veterans Memorial Elementary (VME)</u> 15960 Veterans Memorial Blvd. Naples, FL 34110 Phone: (239) 377-8800 Student Hours 8:25am—2:50pm
<u>Village Oaks Elementary (VOE)</u> 1601 S.R. 29 Immokalee, FL 34142 Phone: (239) 377-8600 Student Hours Pre-K 8:25am—2:50pm K-5 7:55am—2:50pm	<u>Vineyards Elementary (VES)</u> 6225 Arbor Blvd. Naples, FL 34119 Phone: (239) 377-8700 Student Hours 8:25am—2:50pm	

Middle Schools

<u>Corkscrew Middle (CMS)</u> 1165 C.R. 858 Naples, FL 34120 Phone: (239) 377-3400 Student Hours 9:05am—3:50pm	<u>Cypress Palm Middle (CPM)</u> 4255 18 th Ave. NE Naples, FL 34120 Phone: (239) 377-5200 Student Hours 9:05am—3:50pm	<u>East Naples Middle (ENM)</u> 4100 Estey Ave. Naples, FL 34104 Phone: (239) 377-3600 Student Hours 9:05am—3:50pm
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<u>Everglades City (EVG)</u> P.O. Box 170 415 School Dr. Everglades City, FL 34139 Phone: (239) 377-9800 Student Hours 8:15am—3:00pm	<u>Golden Gate Middle (GGM)</u> 2701 48 th Terrace SW Naples, FL 34116 Phone: (239) 377-3800 Student Hours 9:05am—3:50pm	<u>Gulfview Middle (GVM)</u> 255 6 th St. S Naples, FL 34102 Phone: (239) 377-4000 Student Hours 9:05am—3:50pm
<u>Immokalee Middle (IMS)</u> 401 9 th St. Immokalee, FL 34142 Phone: (239) 377-4200 Student Hours 8:55am—3:40pm	<u>Manatee Middle (MMS)</u> 1920 Manatee Rd. Naples, FL 34114 Phone: (239) 377-4400 Student Hours 9:05am—3:50pm	<u>North Naples Middle (NNM)</u> 16165 Learning Lane Naples, FL 34110 Phone: (239) 377-4600 Student Hours 9:05am—3:50pm
<u>Oakridge Middle (OMS)</u> 14975 Collier Blvd. Naples, FL 34119 Phone: (239) 377-4800 Student Hours 9:05am—3:50pm	<u>Pine Ridge Middle (PRM)</u> 1515 Pine Ridge Rd. Naples, FL 34109 Phone: (239) 377-5000 Student Hours 9:05am—3:50pm	

High Schools

<u>Barron Collier High (BCH)</u> 5600 Cougar Dr. Naples, FL 34109 Phone: (239) 377-1200 Student Hours 7:10am—2:05pm	<u>Everglades City (EVG)</u> P.O. Box 170 415 School Dr. Everglades City, FL 34139 Phone: (239) 377-9800 Student Hours 8:15am—3:00pm	<u>Golden Gate High (GGH)</u> 2925 Titan Way Naples, FL 34116 Phone: (239) 377-1600 Student Hours 7:10am—2:05pm
<u>Gulf Coast High (GCH)</u> 7878 Shark Way Naples, FL 34119 Phone: (239) 377-1400 Student Hours 7:10am—2:05pm	<u>Immokalee High (IHS)</u> 701 Immokalee Dr. Immokalee, FL 34142 Phone: (239) 377-1800 Student Hours 7:10am—2:05pm	<u>Lely High (LHS)</u> 1 Lely High School Blvd. Naples, FL 34113 Phone: (239) 377-2000 Student Hours 7:10am—2:05pm
<u>Lorenzo Walker Technical High (LWTH)</u> 3702 Estey Avenue Naples, FL 34104 Phone: (239) 377-3300 Student Hours 7:15am—1:50pm	<u>Naples High (NHS)</u> 1100 Golden Eagle Circle Naples, FL 34102 Phone: (239) 377-2200 Student Hours 7:10am—2:05pm	<u>Palmetto Ridge High (PRH)</u> 1655 Victory Lane Naples, FL 34120 Phone: (239) 377-2400 Student Hours 7:10am—2:05pm

eCollier Academy & Alternative Schools

<u>eCollier Academy (ECA)</u> 5775 Osceola Trail Naples, FL 34109 Phone: (239) 377-9700 Student Hours Elem/Middle/High	<u>Alternative Schools (ALT) School (Main)</u> 3710 Estey Avenue Naples, FL 34104 Phone: (239) 377-1050 Student Hours Varies based on site	<u>Beacon High School Naples Area</u> Alternative Education Center 3710 Estey Avenue Naples, FL 34104 Phone: (239) 377-1059 Student Hours Varied
<u>Beacon High School Immokalee</u> Bethune Education Center 620 South 5th Street Immokalee, FL 34142 Phone: (239) 377-1130 Student Hours Varied	<u>Educational Day Treatment</u> 3706 Estey Avenue Naples FL 34104 Phone: (239) 377-1050 Student Hours Varied	<u>New Beginnings Immokalee</u> Bethune Education Center 620 S. 5th Street Immokalee, FL 34142 Phone: (239) 377-1130 Student Hours Varied
<u>New Beginnings Naples</u> Alternative Education Center 3710 Estey Avenue Naples, FL 34104 Phone: (239) 377-1070 Student Hours Varied	<u>Phoenix Immokalee</u> Bethune Education Center 620 South 5th Street Immokalee, FL 34142 Phone: (239) 377-1130 Student Hours Varied	<u>Phoenix Naples</u> 3706 Estey Ave. Naples, FL 34104 Phone: (239) 377-1100 Student Hours Varied
<u>TAPP Immokalee</u> Immokalee High School 701 Immokalee Drive Building 5 Immokalee, FL 34142 Phone (239) 377-1169/(239) 377-1165 Student Hours Varied	<u>TAPP Naples</u> Golden Gate High School 2925 Titan Way, Building 5 Naples, FL 34116 Phone (239) 377-1642/(239) 377-1642 Student Hours Varied	<u>Collier Juvenile Detention Center</u> Collier County Jail 3351 East Tamiami Trail Naples, FL 34112 Phone: (239) 417-6277 ext. 112 Student Hours Varied

You can find more information about each school on our District website.

<https://www.collierschools.com/Page/350>

Board Approved 2020- 2021 Academic School Calendar ~ July 28, 2020

July

M	T	W	T	F	S*	T*
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

*S = Student Days = 179 days
*T = Teacher Days = 196 days

January

M	T	W	T	F	S	T
				1*		86
4	5	6	7	8	36	91
11	12	13	14	15*	41	96
18*	19	20	21	22	4	101
25	26	27=	28	29	9	106

1** - New Year's Day [Paid Holiday] No School for Teachers or Students
4 - Students Return from Winter Break
15* - End of Quarter 2 (41 days)
19 - Teacher Plan Day; Virtual Learning for Students
18** - MLK Day [Paid Holiday] No School for Teachers or Students
27= Report Cards Published

August

M	T	W	T	F	S	T
3	4	5	6	7		
10	11	12	13**	14		
17*	18	19	20	21		5
24	25	26	27	28		10
31~				1		11

13** - New Teacher Start Date
17* - Teacher Start Date
31~ - Student Start Date (changed from original date of Aug. 12th)

February

M	T	W	T	F	S	T
1	2	3	4	5	14	111
8+	9	10	11	12	19	116
15*	16+	17	18	19	23	121
22=	23	24	25	26	28	126

8 - 12 FTE Week
15** - Presidents' Day [Paid Holiday] No School for Teachers & Students
16+ Interim Period Ends
22= Interims Published
25 - Early Dismissal

September

M	T	W	T	F	S	T
	1	2	3	4	5	15
7*	8	9	10	11	9	20
14	15	16	17	18	14	25
21	22	23	24	25	19	30
28	29+	30			21	32

7** - Labor Day [Paid Holiday] No School for Teachers or Students
18 - Teacher Professional Learning day; Virtual Learning for Students
18 - No CCPS scheduled events after sundown
28 - No school for Teachers or Students
29+ MS/HS Interim Period Ends

March

M	T	W	T	F	S	T
1	2	3	4	5	33	131
8	9	10	11	12	38	136
15	16	17	18	19	38	136
22	23	24	25	26*	43	141
29	30	31			3	144

26* - End of Quarter 3 (43 days)
15 - 19 - Spring Break
29 - Teacher Plan Day; Virtual Learning for Students
26 - No CCPS scheduled events after sundown

October

M	T	W	T	F	S	T
			1	2	23	34
5=	6	7	8	9	28	39
12	13	14	15	16	33	44
19	20	21	22	23	38	49
26	27	28	29*	30	42	54

5= MS/HS only Online Interim Published
5 - 9 FTE Week
29* - End of Quarter 1 (42 days)
29 - Early Dismissal
30 - Teacher Plan Day; Virtual Learning for Students

April

M	T	W	T	F	S	T
			1	2	4	145
5	6=	7	8	9	9	150
12	13	14	15	16	14	155
19	20	21	22	23	19	160
26	27	28	29	30+	24	165

2 - No School for Teachers or Students
6= Report Cards Published
21 - Early Dismissal
30+ MS/HS only Interim Period Ends

November

M	T	W	T	F	S	T
2	3	4	5	6	6	59
9=	10	11	12	13	11	64
16	17	18	19	20	16	69
23	24	25	26*	27	16	70
30					17	71

9= Report Card Published
25-27 - No School for Teachers or Students Fall Break
23-24 Hurricane Make-Up Days
26** - Thanksgiving [Paid Holiday] No School for Teachers or Students

May

M	T	W	T	F	S	T
3	4	5	6=	7	29	170
10	11	12	13	14	34	175
17	18	19	20	21	39	180
24	25	26	27	28	44	185
31*					44	186

6= MS/HS only Interim Published
28 - Early Dismissal - Graduation
31** - Memorial Day [Paid Holiday] No School for Teachers or Students

December

M	T	W	T	F	S	T
	1+	2	3	4	21	75
7=	8	9	10	11	26	80
14	15	16	17	18	31	85
21	22	23	24	25	31	85
28	29	30	31			

1+ Interim Period Ends
7= Interims Published
18- start of winter break
21- 31 Winter Break

June

M	T	W	T	F	S	T
	1	2	3	4	48	190
7	8	9	10	11*	53	195
14	15	16	17	18		196
21	22	23	24	25		
28	29	30				

11* - End of Quarter 4 (53 days); Last Student Day; Early Dismissal
14 - Teacher Plan Day; Last Teacher Day
Report Cards Available Electronically

Resources



Helpful Advice

1. **Arrive Early.** Arrive at school with sufficient time to organize your materials and familiarize yourself with school rules, bell times, and procedures.
2. **Report to the School's Main Office.** Take advantage of available resources, starting with the main administrative office at the school or facility. Check with administrators, counselors, and secretaries to get any general information you will need to know that day. Collect the classroom keys, class rolls, schedule, and lesson plans. Ask about special assemblies or events scheduled for that day. If questions arise during the day, determine whom should you ask? Should you check the employee's mailbox? Do you have additional duties today (bus duty, lunchroom supervision)? Is the school discipline plan included in your materials? Whom do you contact in case of an emergency? How should you handle accidents?
3. **In the Classroom.** Greet students warmly as they arrive. Before the bell rings, ask students to sit down.
4. **Locate Seating Chart.** Make sure to locate class seating chart(s) as soon as possible. Be on top of the roll call situation. If you are not sure how to pronounce a name, spell the child's name and ask the student to pronounce it. Use the seating chart to call on students.
5. **A Well-planned Lesson.** While you should typically find a well-planned lesson available for use, always have supplemental plans handy in case the teacher's plan does not cover the time allotted for class. Your plans should be generic and deal with appropriate subject material.
6. **Expect the Unexpected.** Be ready for contingent action. Stay in control. Be flexible and demonstrate a sense of humor.
7. **Building Relationships.** Building a positive relationship with students will increase your ability to manage the classroom.
8. **It is essential that good classroom discipline be achieved and maintained.** Pupils are masters at detecting when people are insecure and they sometimes take advantage of the situation.
9. **A good attitude and a feeling of self-confidence are essential.** If you have a cheerful, confident feeling about guest teaching, you can provide a rewarding experience for yourself and for the students involved.
10. **Punishment.** NO form of corporal punishment is acceptable.
11. **Be Honest.** Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find the answer for the student.
12. **Be Positive.** Ensure that you start a class by being positive and convey that you will leave the students something of value.
13. **Avoid Sitting.** Move around the room as you teach.

14. **Introduce Yourself.** Write your name, today's date, and the day's lesson on the board. It is often helpful to number the assignments. Introduce yourself to the teacher next door.
15. **Dress for Authority.** The wrong clothes can hurt you. Leave casual clothes at home, unless otherwise instructed. As a guest teacher, you need to establish yourself. Avoid dressing like the students. Guest teachers working with preschoolers and special education students are advised/instructed to wear comfortable clothing.
16. **End of Day.** Take the time to clean the room and put the desks back in order at the end of the day. The best guest teachers take the time to communicate in writing. Make it as easy as possible for the teacher to return to work. Try to provide specific, positive feedback about how the class went.
17. **Confidentiality.** During your employment within a school or administrative building, you will have to access to and learn about confidential information. You are not to communicate or divulge confidential information. Confidentiality includes the work or behavior problems of a student.
19. **Pledge of Allegiance.** Florida law requires the daily recitation of the Pledge of Allegiance. Students should stand during the Pledge; however, no child should be compelled to recite the Pledge if he, his parent or guardian objects to participating. Students who object shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others. If you have a student who objects, you must allow the student to remain silent during the Pledge. Do not try to encourage the student to participate or in any way comment upon the student's non-participation.
20. **Do not.** Keep students after class or after school.
21. **Do not.** Socialize with students after school, or invite them to use social media with you

Safety & Security

American Sign Language (ASL) Lockdown/Secure Training Video (2min19sec)

<https://kaltura.collierschools.com/tiny/zqwvf>

Student Lockdown Video (Grades K-2) June 19, 2019 (3:58 RT)

<https://kaltura.collierschools.com/tiny/nasxw>

Student Lockdown Video (Grades 3-5) June 19, 2019 (3:56 RT)

<https://kaltura.collierschools.com/tiny/oddq2>

Student Lockdown Video (Secondary) June 19, 2019 (5:00 RT)

<https://kaltura.collierschools.com/tiny/kmm42>

Post-Lockdown Drill Reminder June 19, 2019 (1:57 RT)

<https://kaltura.collierschools.com/tiny/l0sux>

Lockdown Procedures (ALL STAFF) June 19, 2019 (6:18 RT)

<https://kaltura.collierschools.com/tiny/42x8t>

How to Initiate Lockdown (SCHOOL STAFF) June 19, 2019 (:40 RT)

<https://kaltura.collierschools.com/tiny/1sp5e>

Important Contacts

Guest Teacher Assistant Program Staff

[Caitlin Tarr](#)

Specialist I, Human Resources
Phone: (239) 377-0400
tarrc@collierschools.com

[Melissa Arrazola](#)

Specialist II, Human Resources
Phone: (239) 377-0366
arrazm@collierschools.com

[Karina Cabeza](#)

Specialist II, Human Resources
Phone: (239) 377-0402
cabezs@collierschools.com

[Terry Burdick](#)

Manager, Human Resources
Phone: (239) 377-0392
burdicTe@collierschools.com

[Darlyn Scott](#)

Coordinator, Human Resources
Phone: (239) 377-0365
scottd6@collierschools.com

ABSENCE MANAGEMENT (AESOP)

[Caitlin Tarr](#)

Specialist I, Human Resources
Phone: (239) 377-0400
tarrc@collierschools.com

Payroll

Main Number
(239) 377-0035

Payroll@collierschools.com

BENCOR/Compensation

BENCOR National
Participant Service Center
1-(866)296-9712

Compensation
(General questions & forms only)
(239)377-0393
compensation@collierschools.com

Help Desk/SafeSchools

Main Number
(239)377-0445

HelpDesk@collierschools.com