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February 2020



A WORD FROM DR. PATTON

Thank you to all who attended the Safety Training in January. It was a packed house, and I am happy we were able to recognize many of our long-term Guest Staff. We value our Guest Staff, so we are offering something new this year - the opportunity to attend District events and trainings. Upcoming events include:

- ESE classroom trainings provided by the Exceptional Student Education Department
- The Guest-2-Teach program for current Guest Staff interested in transitioning into instructional positions
- Coffee at the Conservancy on February 15

MARK YOUR CALENDAR!



CCPS Family Day at the Fair

Date: March 16, 2020

Time: 6:00 p.m. - 11:00 p.m.

Location: Collier Fair at the Collier County Fair Grounds

Admission:

- FREE ADMISSION - CCPS Employees and Volunteers (MUST show CCPS-issued badge)
- \$5 ADMISSION - Students and Non-CCPS Adults (children 5 and under receive free admission)

- CCPS Family Day at the Fair on March 16

As always, your dedication to our students is commendable, and we are glad that you are a part of our #CCPSFamily.

DISTRIBUTION OF 2019 W-2 FORMS

Distribution of 2019 W-2 Tax Statements will be by US Mail. The 2019 W-2 forms were placed in the US mail on Wednesday, January 23, 2020. In the event that you need to change your address for purposes of mailing the W-2 form, please complete an address change form and return to the Compensation Department. If you do not receive your W-2 form by January 31, 2020, please contact the Payroll Department for assistance.

SAFETY PROCEDURES MEETING

Thank you to all who attended our Safety Trainings on August 12, 2019, and January 6, 2020. Be on the lookout for our next meeting dates for next school year.



2019-2020 REQUIREMENTS

Requirements MUST be completed by June 30, 2020

For the 2019-2020 school year, all substitutes must complete the following requirements:

- Complete three (3) courses in SafeSchools
 - Bloodborne Pathogens
 - Hazardous Communications
 - Conflict Management - Student to Student

Please [click here](#) to complete the online trainings for the 2019-2020 school year. Your USER NAME is your 10-digit employee ID number (can be found on your employee ID badge).

- Must work at least five (5) full days as a Guest Teacher or Non-Instructional Substitute during the school year to maintain employment as a Guest Teacher or Non-Instructional Substitute for the following school year.



As part of the District's Grow Your Own Initiative, we invite current Guest Teachers/Assistants to register for our [Guest 2 Teach Program](#).

This program is for guest staff who are interested in obtaining Florida Teaching Certification and are seeking full-time instructional opportunities. The goal of the program is to share information on teaching strategies and classroom management development. This program will involve presentations by the Human Resources and the Professional Learning & Digital Innovation Departments.

To learn more about the program, contact Darlyn Scott at scottd6@collierschools.com.

FREQUENTLY ASKED QUESTIONS

QUESTION. I received an email invitation to create a Frontline ID account. How should I proceed?

ANSWER. Click **Create a New Account** within the email to establish a new Frontline username and password. These new credentials allow you to access all your Frontline applications with a single username and password and will replace any previous logins you created.

QUESTION. Why am I not seeing any jobs?

ANSWER. Jobs may not show up as "available" for a number of reasons, and you can check on a few things to identify the cause. First, make sure you do not limit yourself in your "Schools" preferences. If you still do not see anything, you can contact your district's administrator to make sure you have the correct setup. If you see jobs, but are not receiving phone calls, check to make sure you have your call times set to allow for maximum job offers.

QUESTION. How can I view and manage my scheduled jobs?

ANSWER. Click the **Scheduled Jobs** tab on your home page. Once selected, the system lists your scheduled jobs and the details for each. The information includes the name and title of the employee, the time of the absence, the duration, the job location, and your confirmation number. Based on permissions, you may have the option to email the employee and view attachments/notes.

QUESTION. How can I better my chances of getting jobs?

ANSWER. You can optimize job opportunities by following a few easy steps. Search for jobs via the application at www.aesoonline.com, call the system at 1-800-942-3767, or utilize a notification application like Jobulator. Each of these methods generally allow you to find available jobs much further in advance than you would if you waited for a phone call.

QUESTION. How do I cancel a scheduled job?

ANSWER. Each district dictates its job cancellation policy, and these system settings determine whether you can or cannot cancel a job. The restrictions may be imposed for various reasons (e.g. if a job is too close to its start time, etc.). Reference the **Scheduled Jobs** tab to locate the job you accepted and determine whether a

"Cancel" button is provided. You will see this option to the far right of the accepted job. If you cannot cancel a job and need to contact someone, please reach out to your system administrator for assistance.

QUESTION. I have a question about Frontline, who should I contact?

ANSWER. Contact Caitlin Tarr at tarrc@collierschools.com or by phone at 239-377-0400..

QUESTIONS?

Contact the Guest Teacher Program at 239-377-0366 or 239-377-0365

CCPS Website

HR Website

Guest Teacher
Website

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