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# GUEST GAZETTE

March 2019



## A WORD FROM DR. PATTON

As the Superintendent, I could not be more #CCPSProud of the work our Guest Teachers and Guest Assistants are doing in our schools to impact our students. Our schools are doing some great things, and it is because of the work of all District employees to ensure that our kids are afforded the best opportunities, and that our classrooms are places where real learning takes place. With Spring approaching and new activities arriving, I wish you a great spring break and rest of the year. The first issue of the "Guest Gazette" is visible below and may be revisited on the [Guest Teacher/Assistant Monthly Newsletter](#) site.



## WHO'S WHO? MEET MELISSA

Hi! My name is Melissa Arrazola. I started with the District in November 2018 and I am now your new Guest Teacher Specialist. If you have any questions or concerns, please contact me via email at [arrazm@collierschools.com](mailto:arrazm@collierschools.com). I look forward to working with you!

## UPCOMING EVENTS

### MARCH

**March 7**  
Grow-2-Teach

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**March 11-15**  
No School (Spring Break)

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**March 19**  
Non-Instructional Recruitment Fair

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### APRIL

**April 5**  
External Recruitment Fair

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**April 11**  
Grow-2-Teach

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**April 23**  
Non-Instructional Recruitment Fair

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### JUNE

**June 5**  
Recruitment Fair

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**June 20**  
Recruitment Fair

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## STAYING HEALTHY WHILE GUEST TEACHING

Tips for teachers for staying healthy in the classroom

- Wash your hands for at least 20 seconds with warm water and soap. Do not forget to get under your nails, too.
- Get as much sleep as you can.
- Exercise. You will feel better.
- Get a flu shot.
- Bring a small bottle of hand sanitizer for easy access. It is your personal one, so the kids will not touch it.
- Eliminate soda from your daily regimen and keep coffee to one or two cups a day.
- Drink a lot of water. Bring your own bottles so you are not drinking from the fountains.
- Take an Emergen-C every day.
- Ride your bike to work.
- If there are two doors to a hallway, always use the LEFT door. Most people are right-handed and will use the right door.

## TECHNOLOGY ANNOUNCEMENT

On September 30, 2018, the generic "ccpssub" system username was disabled. Therefore, all guest teachers and assistants will need to use their own District-provided login to access school computers. Your District login is a combination of your last name and first initial(s) equaling a total of 6 or 7 digits. Some logins may have an additional number. If you do not remember your District login, please contact the CCPS Help Desk via email at [helpdesk@collierschools.com](mailto:helpdesk@collierschools.com) or by phone at 239-377-0445.

## HUMAN RESOURCES ANNOUNCEMENTS

ESE ASSISTANTS

DAILY ASSIGNED

In an effort to fill our **ESE Assistant** vacancies throughout the District, we have been informed that **GUEST TEACHERS** will be compensated at their regular rate of pay (based on highest level of education) for filling this role during the 2018-2019 school year.

## GUEST TEACHERS

Collier County Public Schools is looking for both Guest Teachers and Guest Assistants for the Daily Assigned Program. The Daily Assigned Program is a wonderful program for both Guest Teachers and Guest Assistants looking to work everyday. A few of the benefits of the program are:

- Guaranteed full day of work every school day
- Higher rate of pay
- Choice of schools or geographical locations

## FREQUENTLY ASKED QUESTIONS

**QUESTION.** I worked one day at a particular school and the school did not pay me. Who do I contact?

**ANSWER.** Please contact the school's Office Manager.

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**QUESTION.** I need a verification of employment. Who do I contact?

**ANSWER.** Please contact Caitlin Tarr at 239-377-0383.

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**QUESTION.** How do I become a daily assigned Guest Teacher?

**ANSWER.** Please email your interest in becoming a daily assigned Guest Teacher to Melissa Arrazola at [arrazm@collierschools.com](mailto:arrazm@collierschools.com). Melissa will contact you with more information about the program.

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**QUESTION.** I forgot my login to AESOP. Who should I contact?

**ANSWER.** Please contact the Guest Teacher Program at 239-377-0366 or 239-377-0365.

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## 2018-2019 GUEST TEACHER REQUIREMENTS

**MUST BE COMPLETED BY JUNE 30, 2019**

For the 2018-2019 school year, all Guest Teachers and Assistants must complete the requirements listed below.

- Complete three (3) courses in SafeSchools
  - Bloodborne Pathogens\*
  - Hazardous Communications\*
  - De-Escalation Strategies

\*This course must be completed by all District employees every year. Please visit SafeSchools to complete the training requirements for the 2018-2019 school year. **Login to SafeSchools.**

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

## QUESTIONS?

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

[CCPS Website](#)

[HR Website](#)

[Guest Teacher Website](#)