



November 2019



A WORD FROM DR. PATTON

Greetings CCPS Guest Teachers and Assistants! Welcome back to all of our northern guests returning to the area!

This year is moving right along, and our students are already showing remarkable success in many areas. Quarter 1 is in the books, and my school visits have continued to show me that our students' level of engagement and the innovative classroom learning is second to none.

Thank you so much for the contributions you are making in our schools and for supporting our students.

As a reminder, our 5th Annual CCPS 5K Walk-Run is scheduled a little earlier this year than in the past. The race is set for Saturday, November 16th, and registration is open. So, [click here](#) to register today and start your training for an energy-filled Saturday morning! Share your training on social media using #CCPS5K and tag @collierschools and @suncoastcu.

MARK YOUR CALENDAR!

SAFETY PROCEDURES MEETING

Current/active guest teachers and assistants will be required to attend a safety procedures meeting. You will be compensated for your attendance at this meeting.

Guest teachers/assistants who attended the meeting on August 12, 2019 do not need to attend this meeting.

Date: January 6, 2020

Time: 4:30pm

Location: Dr. Martin Luther King, Jr. Administrative Center - Board Room
5775 Osceola Trail, Naples, Florida

Plan to arrive a few minutes early for check-in. Please make sure to have your current GT/GA badge.

NEW CCPS GUEST TEACHER STAFF

This year, we welcome several new staff members to the Guest Teacher team. In addition to Melissa, we added Caitlin Tarr, Karina Cabeza, and Terry Burdick to help support the program and provide additional services to our schools. To help in identifying our new team members, their pictures and bios are below for your reference.



Karina Cabeza
Guest Teacher Specialist II

I have worked for Collier County Public Schools for over 3 years in the Compensation Department. It is a privilege to be part of the Guest Teacher program. I am looking forward to diligently supporting our teachers and students.

Responsibilities: Recruitment and retention, lead contact for elementary staff, and daily and site assignment coordination

Phone: (239)377-0402

Email: CabezS@collierschools.com



Caitlin Tarr
Guest Teacher Specialist I

I was born and raised in Naples, FL. I attended Pelican Marsh, Oakridge Middle and Gulf Coast High. I began working with CCPS in August 2016 at Oakridge Middle School as an Office Assistant and transitioned to HR in March 2018 as an HR Assistant.

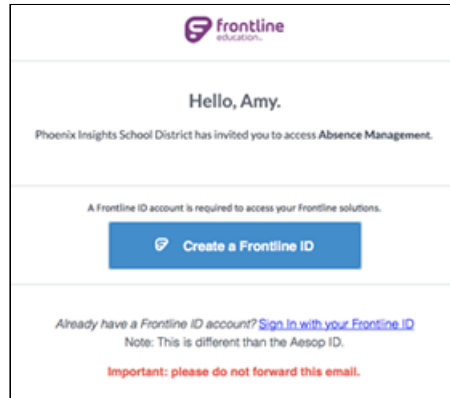
Responsibilities: Lead contact for existing GT/GA, AESOP Program updates, and GT/GA placements in absences

AESOP / FRONTLINE LOGIN

Frontline has recently provided an upgrade that allows you to create one, single Frontline ID account to access all your roles in all Frontline applications. With this upgrade, all users should have received an email invitation to create a Frontline ID account. This new username and password will replace any former login credentials and allow you to access all your Frontline applications.

Receiving an Invitation

Those who receive an email invitation must make the proper selections either to set up a new Frontline ID account or to sign in with an existing account.



- Select **"Create a Frontline ID"** within the invitation email. This selection takes you to a login page where you must create new login credentials.
- The **"Sign In with your Frontline ID"** option is only applicable in special circumstances (such as having to provide access to a multi-district user, etc.)

Logging In

To log into a Frontline web application, enter the Frontline ID username and password you chose for your Frontline ID account.

Calling In

If you receive phone calls from Absence Management or call 1-800-942-3767 to create absences/accept jobs, enter your 10-digit phone number as your ID and your 4, 5, or 6-digit numeric PIN.

Phone: (239)377-0400

Email: TarrC@collierschools.com



Terry Burdick
Human Resources Manager

I have worked for Collier County Public Schools for 21 years. One of my previous positions was serving as a Guest Teacher Specialist. I look forward to working with the Guest Teacher program, again!

Responsibilities: Program coordination, supervision of program staff, and guest restriction coordination

Phone: (239)377-0392

Email: BurdicTe@collierschools.com

Guest 2 Teach

- Interested in certification...
- Seeking F/T employment...
- Want to improve classroom management skills...

4:30 - 6:00 pm

CCPS Admin Building

- 2-part series
- Wednesday 11/13
- Thursday 11/14

Come learn about opportunities available to current Guest Teachers!!!

Contact Daryl Scott at scottd6@collierschools.com for questions

follow

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.

The program will be a two-part series, November 13th and November 14th, at the Dr. Martin Luther King, Jr. Administrative Center from 4:30-6:30pm.

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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