

Sacramento City Unified School District Human Resource Substitute Resource Guide



Substitute Office

SubOffice@scusd.edu or 916-643-9493

Frontline: 1-800-942-3767

Frontline Web Address: <https://www.scusd.edu/frontline-login>

District Email Help: Technology Department at 916-643-9445
or Support@scusd.edu

Employment Application: www.Edjoin.org

Edjoin Application Help: 1-888-900-8945

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Table of Contents

Welcome	4
Department Contacts	5
Helpful Employment Information	6
Pay Periods and Pay Dates	7
Substitute Evaluation Process	8
SCUSD Automated Frontline System	9-11
Substitute Teacher Information Section	12-14
How to Read Your Paycheck	15-16
Partial Day Compensation/Canceling a Substitute Job in Frontline.	17
Classroom Management/Organization, Use of Technology	18-19
Substitute Teacher End-of-Day Report	20-21
Substitute Classified Information Section	22
Classified Substitute Positions	23-24
Healthy Family Act of 2014	25-28
Substitute/Per Diem Employee Absence Report	29
New Employee Computer Access Information	30-37
Traditional Student Attendance Calendar	38
Schools & Departments, Maps, Addresses & Phone Numbers	39-46



Welcome to Sacramento City Unified School District

Welcome,

We are so excited you are here! You have been selected to provide an important service to the students of the Sacramento City Unified School District (SCUSD) as a member of OUR substitute work force. You will make a significant contribution to the instructional program by carrying out the duties assigned to you as a substitute.

The role of a substitute is a challenging one, which brings with it rewards and the opportunity to assist in the development of SCUSD's greatest asset . . . our students.

You will find members of our staff ready and willing to give you all of the help and support they can. Please do not hesitate to ask for assistance and offer any suggestions that you believe may enable you to do an effective and satisfying job. We encourage you to share your thoughts with us using the substitute feedback form-on our website.

The New Employee Orientation is provided to explain substitute procedures and to answer any of your New hire or District questions. Administrators, Principals, School Office Managers, and School Plant Operations Managers of the schools to which you are assigned will give you more detailed information about your duties and the various procedures at their specific school site/ department. The District offers several resources and tools to help assist you in the critical role as a Substitute Employee.

The Administrators and Principals will also be asked to evaluate your work. If you are applying for full-time jobs in our district, this evaluation may be an important consideration in your selection. You have an important job of helping us care for our students. We are here to support you and so please reach out and ask for what you need to help better serve our students.

Human Resource Department Team
916-643-9493 suboffice@scusd.edu

Department Contacts

Sub Office:

To reach the Sub Office please call 916-643-9493 or email Suboffice@scusd.edu.

Office hours are 7:00 am to 4:00 pm Monday-Friday.

District Operator: 916-643-7400

Human Resource Services: 916-643-9050 or HR@scusd.edu

Payroll & Employee Compensation Department: 916-643-9400 or Payroll@scusd.edu

Child Development Department: 916-643-7884

Special Education Department: 916-643-9122 or 916-643-9116 or SpecialEducation@scusd.edu

Youth Development Department: 916-643-7919 or YouthDevelopment@scusd.edu

Security Services: 916-643-7444

Technology Department: 916-643-9445 or Support@scusd.edu.

Facilities & Operations Department: 916-395-3977 ext: 450030

Lynzey Hannigan-Manager II, District Operations Supervisor: 916-507-3724

Dean Bolander-Operation Supervisor: 916-592-8116

Angel Lopez-Operation Supervisor: 916-825-9749

Edward Molina-Operation Supervisor: 916-914-9158

Mike Vega-Operation Supervisor: 916-752-3624

Employment

Email of Approval to start Substituting

You will receive an invitation via e-mail authorizing you to work, typically no more than 1- week after [completing the online New Employee Orientation](#).

If you have not received this email from the Substitute Services within that timeframe, please feel free to email Suboffice@scusd.edu.

You will need to call the Frontline System at **1-800-942-3767**. You will be prompted to enter your Substitute [assigned ID number](#) (followed by the # sign) or

- Logging into the Web at: <http://www.aesoponline.com>.
- Enter your ID number and PIN
- Click Login.

Please note, your substitute ID number is separate and different from your employee ID number.

Resignation/Retirement

If you choose not to continue to be a substitute with our District, please submit your Resignation Form which is available on the District website. The district will then then remove your name from the active list so that you no longer receive requests to be a substitute.

Termination/Remaining Active

In order to remain active as a substitute in the Automated Frontline System, you must routinely accept substitute jobs. If you do not accept any jobs within a three (3) month period, your status as an active substitute will change.

Address/Name Changes

MyPortal is a secure digital resource for employees that provides online access to HR, Benefits and Payroll information from any internet-connected device. Use of this resource is not mandatory – if it is being offered as a convenient alternative to traditional face-to-face or paper-based options that will continue to be available to employees.

Pay Periods & Pay Dates

All substitutes may access their electronic timesheet via Frontline at <https://www.scusd.edu/frontline-login>. Once you have logged in you can click on the *History* tab. Select *Custom* and enter the current pay period then click *Go*. Please make sure you review your time weekly but definitely no later than the 25th of each month. If you see a discrepancy, please contact that site or department immediately so that there is no delay in your pay warrant.

Pay period starts on the 26th of each month and ends on the 25th of the following month. **Substitutes are paid on the 15th of each month.**

Example: August 26th thru September 25th is Payable October 15th

Note

All sites and departments are closed for two weeks during Winter Break. Due to Winter Break, your compensation for November 26 through December 25 is typically paid one week after January 15. To confirm the payday for January 2025, please visit our website at www.scusd.edu under Payroll Department or you may call the Payroll Department directly at 916-643-9400.

District Email Address

As a SCUSD Substitute, you will receive a District e-mail address roughly five (5) days after you being activated as a substitute in our Frontline System by our Substitute Office. The **Frontline System is a web-based system** therefore, you will receive all communication to your District e-mail account.

Your District e-mail will receive notifications sent from the Frontline System, you will also receive communication sent to all SCUSD employees including but not limited to Job Announcement notifications and communication from our Superintendent.

Having problems access, your district email account: **Contact our Technology Department at 916-643-9445 or at Support@scusd.edu from 7 am to 5 pm and have your Employee ID # Ready.** This can be found on the top of your Paystub.

Substitute Evaluation Process

The evaluation process of the substitutes who serve in our schools and offices helps us in identifying effective substitutes and in assigning each substitute where he/she will serve most effectively. The items on the evaluation form are similar to those used for regular employees.

Principals and Administrators will evaluate your service and forward their reports to Human Resource Services where evaluations are placed in your personnel file.

To review your personnel file, you may submit a Request for Employee Records (PSL- F085) to Human Resource Services, Attention: Customer Service Specialist, in person, Informedk12 or via inter-district mail (Box 770). The Customer Service Specialist will contact you when your file is available for review.

Principals and Administrators are able to send substitute evaluations regarding your job performance to indicate both areas of outstanding noteworthy performance as well as to indicate areas of potential growth. Please note, if you have served in one school for several days, you may request that the principal submit an evaluation to Human Resource Services.

SUBSTITUTE EVALUATION PROCESS AND WARNING LETTER NOTIFICATION

Substitutes may be dismissed at any time at the discretion of the Board of Education pursuant to Education Code Section 44953. Substitutes in the Sacramento City Unified School District work on an on-call, as needed basis, and there are no guarantees or rights to permanent, regular employment within the district. All evaluations are treated as confidential information. Should a substitute be found to be unsatisfactory, he/she will receive notice from the Human Resource Services and may be removed from active service.

Please note: Negative evaluations, as well as "no shows" or "cancellations" to substitute assignments which you have accepted, can ultimately affect your employment status with the district.

EXPECTATIONS OF A SUBSTITUTE

- Arrive to work on time.
- Report to assignments. Avoid cancelling at the last minute.
- Be sure to communicate with Site Administrator, School Office Manager, and School Plant Operations Manager (SPOM).

SCUSD Automated Frontline System

This is how you accept job assignments as a substitute with SCUSD

www.Frontlineeducation.com or <http://subs.scusd.edu>

1-800-942-3767



Absence Management
Formerly Aesop



Identity Management

Welcome to the Frontline Insights Platform! Platform enablement allows you to log in to all your Frontline applications with a single username and password and to access any Frontline application via a single URL.

GETTING STARTED

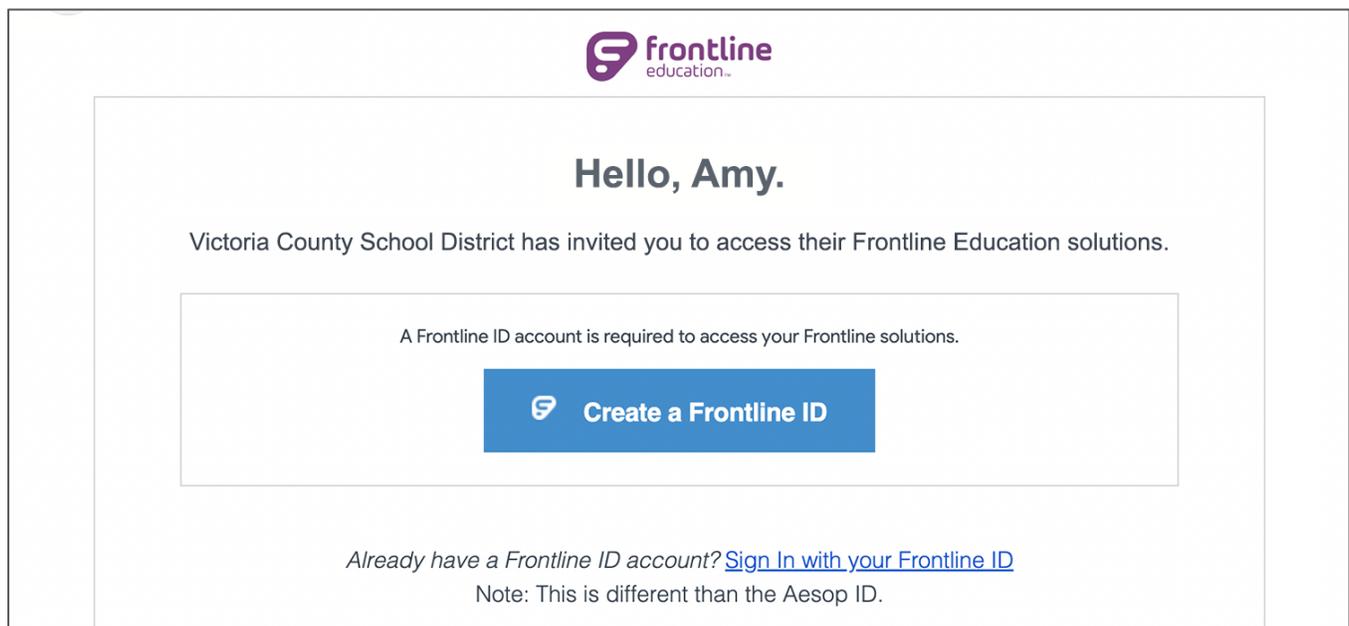
To get started, you will experience one of two scenarios:

1. Receive an email invitation to create a Frontline ID account.
2. Be prompted to create a Frontline ID account the next time you sign in.

RECEIVE AN INVITATION

Those who receive an email invitation must make the proper selections to either set up a new Frontline ID account or to sign in with an existing account. As a general rule, users will select “**Create a Frontline ID**” to proceed with the account creation process.

Exception: The "Sign In with your Frontline ID" option in an invitation email is only applicable in special circumstances (such as having to provide access to a multi-district user, etc.) In such cases, you will have already received this email invitation in the past and created a Frontline ID account.



CREATING AN ACCOUNT

To access the new functionality associated with your application(s), you will need to create a new Frontline ID account in accordance with Frontline requirements.

Select **Create a Frontline ID** within the invitation email (for email invites) or select the prompt to **Update My Account** during application sign in (for shadow migrations). Either scenario takes you to a login page where you must create new sign in credentials.

Your new username must contain 1 alphabet character and at least 4 total characters. (An email address is recommended.). The password must have 1 alphabet character, 1 number or special character, and 8 total characters. Once entered, click **Create Frontline ID**.

Your Frontline application uses an email address as a means for credential recovery and verification. The system will prompt you to check your email and select a verification link if a new account is created or if your email is ever updated in the system.

Victoria County School District
Create a Frontline ID

First Name: Amy
Last Name: Pond

Create a Username: apond@education.com
[Why we are asking for an email address](#)

Create a Password: [password field] [Show](#)

Confirm Password: [password field]

I accept the [terms and conditions](#).

[Create Frontline ID](#)

Already have a Frontline ID? [Sign In](#)

About Frontline Terms & Conditions © 2022 Frontline Education. All rights reserved.

SIGN IN PAGE & LAYOUT

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-in page. Go to app.frontlineeducation.com, enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.

If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.

frontline education.

Sign in with a Frontline ID

Frontline Username: apond@education.com

Frontline Password: [password field]

[Sign In with Frontline ID](#)

[Forgot Username](#) | [Forgot Password](#)

When you sign in, the system will display a side navigation bar that hosts application-specific options, and from the top purple bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.

Frontline Applications ▾ Victoria County School District ▾ ? Amy Pond ▾ Employee 🔔



Substitute Teacher Information Section



Substitute Teachers

Credentials

Frontline System will notify you 60 days before your credential expires by sending you an email to your district email address. Your credential must be renewed before it expires at www.ctc.ca.gov. If you have renewed your credential directly with the California Commission for Teacher Credentialing, it is your responsibility to provide verification to the Substitute Office once CCTC has approved your request.

30-day Substitute Permits

Question: How long are 30-day substitute permit holders authorized to teach?

Answer: The permit authorizes the holder to serve as a substitute teacher:

*Not more than 30 days (20 for Special Education)

*For one teacher

*During one school year

Long Term Assignments for Day-to Day Substitute Teachers

Eligibility: Fully credentialed day-to-day substitutes working in excess of 30 consecutive days, who are responsible for lesson planning and all other teacher duties, will receive pay based on their placement on the regular teachers' salary schedule at their daily rate for the period of time they are in the position listed above.

The fully credentialed day-to-day substitute will be eligible for one day of "sick leave" for each 20 days worked. The "sick leave" will be paid at the rate of which they are earning at the time of their absence. The "sick leave" must be earned before it can be used, and unused sick leave cannot be carried beyond each assignment per fiscal school year. It cannot be used for any substitute teaching assignment except for the same position which qualifies for the long-term daily rate. If a day is missed for any reason in this assignment other than illness, it is considered a "break in service." The pay rate will revert back to the second step of the substitute pay schedule

Substitute Teachers Salary Information

TK-12 Sites:

1st Step: \$154.34 for the first full day of service.

2nd Step: \$383.83 for every full day of service after the first full day.

2024-2025	
Month	Pay Date
August	15
September	13
October	15
November	15
December	13
January	22
February	14
March	14
April	15
May	15
June	13



How to Read Your Paycheck

Effective May 2018, the District updated paychecks to provide additional details and improve readability. Please use the guide below to understand the information provided on your paystub.

1. **Warrant No.:** Unique number assigned to each Paycheck issued
2. **Issued:** Date the Paycheck is issued
3. **Pay Period:** Beginning and end dates of the pay period
4. **Employee Name:** Your name
5. **Employee ID:** Your employee identification number
6. **Salary Placement:** Your salary schedule, salary range and step in pay
7. **Primary Work Location:** Your work location
8. **TB Expires:** Date your tuberculosis test expires. Please ensure that your test is current.
9. **Pay Details:** Description of your pay (positional pay, overtime, vacation payout and etc.)
10. **FTE/Units:** Full-time Equivalent or units/hours paid
11. **Rate:** Current rate of pay (hourly, bi-weekly, annually and etc.) based on negotiated salary schedules.
12. **Earnings:** Itemized earning detail(s) for the given pay period. (Item 3 above)
13. **Employee Deductions:** Retirement contribution (PERS/STRS/etc.), Medicare, FICA, Federal Tax, State Tax, Union Dues, etc. Deductions are based on statutory law, individual benefits selected and collective bargaining agreements.
14. **Current Wages:** Current gross pay, deductions, net pay and year to date gross.
15. **Taxable Gross Summary:** Taxable wages for Federal Income Tax (FIT), State Income Tax (SIT), Social Security, Medicare, State Disability Insurance (SDI) and etc.
16. **Employer Contributions:** Portion of your benefits paid by the district
17. **Leave Balances:** Usage and accrual of sick leave, personal necessity (and/or vacation balances. Absence usages are reflective of prior month reporting. PN used is deducted from your accrued sick leave balance. Sick leave, personal necessity and vacation is granted based on collective bargaining agreements.
18. **Tax Information:** Current filing status for Federal Tax and State Tax
19. **Important Messages:** Monthly messages and information from the district.
20. **Bank Information:** Name of the issuing bank. Please note that effective May 2018, checks will be issued via Bank of the West.

For further information, please contact the Payroll Department at (916) 643-9400.

Partial Day Compensation for Substitute Teachers

K-12/Adult Education Substitutes

- Any amount of time up to and including 3 hours = ½ day
- More than 3 hours up to and including 4 hours = 2/3 day
- More than 4 hours = 1 day

Children's Center Sites

- Any amount of time up to and including 4 hours = ½ day
- More than 4 hours up to an including 5 ½ hours = 2/3 day
- More than 5 ½ hours = 1 day

Substitute Assignment Change

If a job was canceled or changed, you will be notified of this change through your district email address that is connected to your Frontline account. Please check your district email before leaving to your work location.

If you report to your site and there is no longer a need for your services or the job was placed in error, you may be entitled to a ½ day of pay. * However, the site can use you in any certificated capacity for up to a 1/2 day if needed. If you refuse to stay, you forfeit your ½ day pay.

Please note, in instances where a change is needed for your work assignment as noted above, the site may call the substitute services offices to attempt to find an alternative location for you. If work is available and you refuse the assignment, you will forfeit the ½ day pay.

Canceling a Substitute Job in Frontline

To cancel a job, you have accepted on our Frontline System, you must call **12 hours before the job begins**. If it is **less than 12 hours**, you must contact the Substitute Office directly at (916) 643-9493 **and** notify the school or department.

Human Resource Services monitors substitutes who frequently cancel accepted substitute assignments; cancellations have a negative impact on the needs of our schools and departments. If you accept a substitute job, you must be committed to working. Communication is crucial expected and appreciated.



Human Resource Services

Classroom Management/Organization, Use of Technology, Comprehensive Safe School Plan, First Aid

TIPS: SUCCESSFUL SUBSTITUTING

Upon Arrival/Walk-In Activity

- o Arrive early. This will provide time to review lesson plans, seating chart, attendance sheet(s), materials, classroom, etc.
- o Locate the list of school telephone numbers. Learn how to contact the office in case of an emergency or necessity.
- o Carry your own bag of "tricks": pencils, pens, extra paper, blank transparencies for the overhead projector, tape, paper clips, scissors, small stapler, whistle, grade-appropriate worksheets, art projects, disposable gloves, bandages, etc. (If you are teaching elementary school: storybook, puppets.)
- o Greet students as they walk in the door with eye-contact and smile. A smile shows you are happy to be there and happy students are there.
- o When your students walk into the classroom, they should be immediately engaged in some type of activity. If the teacher for whom you are substituting left no walk-in activity or lesson plans, please inform the Office Manager at the end of the day and include that when you fill out your comment sheet.

During Class

- o Put your name on the board.
- o Employ positive reinforcement.
- o Learn procedures, especially for getting class attention.
- o Give students work to do as soon as they sit down. This facilitates taking attendance.
- o Use "please" and "thank you" when making requests to students. Remember you're a role model.
- o During the class period, we ask that you move about the classroom. We have found that teachers who do this have fewer discipline issues and have a more positive experience interacting with students. At no time, during the class period should a teacher be sitting reading a newspaper or surfing the Internet.
- o At no time should students be using electronic devices (other than calculators) or be wearing non-religious head coverings.

- o Do not hesitate to call the office and request help if your class gets out of hand.
- o Do your best: you are there to teach.

Closing/Upon Leaving

- o We request that teachers leave enough work for the students to be engaged during the entire period.
- o Leave teacher specific notes. Specify what was/was not accomplished in plans and page numbers covered.
- o Please inform the Office Manager at the end of the day and include that when you fill out your comment sheet if the lesson fell short of the time allotted.
- o If a student finishes his or her work before the end of the period, have them work on additional assignments. Students should not be having socially related conversations or be standing by the door until the dismissal bell rings.
- o Leave the room in better condition than when you arrived. For example, put chairs up, desks clear.
- o If you would like to sub again for the teacher, leave current contact information and your sub number with the office.
- o Thank all who assisted you during the day, especially those in the front office. **THIS IS AN IMPORTANT RELATIONSHIP!**

Tips

- o Please use your professional judgment when deciding your attire for the day.
- o **DO NOT TOUCH STUDENTS.**
- o Make sure there are enough sharpened pencils. The pencil sharpener can be a discipline problem.
- o Get materials from the office if you realize you will need them but cannot find them.
- o Do not criticize their teacher, no matter how different the teaching style/philosophy is from your own.
- o Do not work if you are sick. You endanger others.

HINTS FOR SUCCESS

- o Demonstrate promptness and efficiency when instructing the class to begin work. Avoid unnecessary talking.
- o Write directions in lesson plans neatly on the board. This will be a great help in the orderly beginning of the day's work.

- o Be ready when the bell rings to supervise the passing in and out of the room, caring for coats/backpacks/lunches, and getting settled in seats.
- o Be an informed substitute. Know the school rules and the classroom rules.
- o Introduce yourself briefly to the class, tell them a little about yourself—what and where you have taught. Participate in the sharing of current events, news.
- o Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not accepted ways of student control. Reports by a principal of this type of action will result in your being removed from the substitute list. Use positive rather than negative requests and suggestions.
- o Expect respect and cooperation. Be respectful of student opinions.
- o Have a positive, enthusiastic attitude toward the assignment.
- o Work habits and general classroom control should be maintained so that continuity in learning will take place.
- o Good teaching is the best preventative for disorder. Have clear and definite directions for lessons and for passing/collecting papers. Fairness and careful follow-through are invaluable in maintaining good order.

SUGGESTIONS FOR MAINTAINING STANDARDS

- o Positive requests and suggestions, consistency, encouragement, and praise are far more effective in controlling children than a negative, sarcastic approach.
- o The teacher's own behavior, his/her courtesy, fairness, and interest in the work will all contribute to a well-controlled classroom.
- o Physical conditions in a room may affect the behavior of students. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise students closely.

HELPFUL HINTS ON DISCIPLINE

- o Act appropriately and sincerely.
- o Be consistent, just, and fair. Use a positive approach.
- o Encourage good behavior, remain calm, and try to avoid becoming angry.
- o Let each student start each day with a clean slate.

- o Take away privileges, not educational experiences, from students not following rules.
- o Take free time from students to make up time wasted.
- o Use common sense to solve problems.

SUBSTITUTE TEACHER UNACCEPTABLE BEHAVIOR- CLASSROOM AND LESSON PLANS

- o Should NOT show an unauthorized movie instead of following the structured lesson plans.
- o Should NOT make use of laptop or Bluetooth during instructional time for personal use.
- o Should NOT use profanity in the workplace.
- o Should NOT have unauthorized visitors.

THE PRINCIPAL EXPECTS THE SUBSTITUTE TO . . .

- o Arrive at least 15 minutes before the first class is scheduled to convene and remain at least 15 minutes after the last class has been dismissed, or the end of the preparation period.
- o Report to the Main Office immediately upon arrival.
- o Sign or initial the teacher's attendance sheet as instructed by the School Office Manager or Principal.
- o Ask how to contact the Main Office from the classroom.
- o Check schedules for possible duties--lunchroom, yard, hall.
- o Check mailbox for information.
- o Ask questions when help is needed.
- o Report at the end of the day to inquire if services will be required the following day.
- o Be prompt when assigned to yard or lunchroom supervision and remain on the assignment until relieved by the next teacher.
- o Be familiar with and follow emergency drill procedures.
- o Abide by the routine of the regular program. If lesson plans in the plan book cannot be followed, then please contact the School Office Manager or Principal.
- o Organize and label completed work. These papers are to be left in the teacher's box with appropriate explanation.
- o Leave a note explaining progress made, work completed, work unfinished, special assignments, and other items of importance.
- o Leave room neat and in order.

THE CLASSROOM TEACHERS EXPECTS THE SUBSTITUTE TO . . .

- o Keep an accurate record of attendance.
- o Follow the regular plan as closely as

- possible.
- o Check all papers and workbooks that the students have done. Use teacher's manuals to execute lesson plans. Maintain a neat, orderly, attractive environment.
- o Leave a statement of the work covered, together with any comment about special difficulty or outstanding cooperation, work completed, and work unfinished.

THE STUDENTS EXPECT THE SUBSTITUTE TO . . .

- o Acquaint them with his/her name so that he/ she can be addressed quickly. Writing it on the board is sound procedure.
- o Make use of a seating chart; call each student by name.
- o Carry on assigned daily program.
- o Be familiar with the subject matter to be taught in order to proceed confidently and competently.
- o Be fair, friendly, firm, patient, and display a sense of humor.
- o Be ethical in handling or discussing student-teacher-parent relationships which have been established by the teacher.

THE SUBSTITUTE SHOULD EXPECT THE PRINCIPAL OR ASSISTANT PRINCIPAL TO . . .

- o Discuss unusual problems in the room. Explain events, changes in routine and program--assemblies, fire drills, etc.
- o Introduce substitute to the class and to the other teachers, if possible, especially if it is a substitute's first experience in the building.
- o Verify that the regular teacher has provided well organized, well-outlined lessons plans for the period of time that the regular teacher expects to be absent.

THE SUBSTITUTE SHOULD EXPECT TO FIND IN THE CLASSROOM . . .

- o Well-organized, well-outlined lesson plans for the day or for the time the teacher expects to be absent. These will include yard duty and other responsibilities.
- o A list indicating the names of several students who are leaders and can help the substitute.
- o The daily time schedule showing recesses or passing times, noon period, pull-out program schedules, and dismissal time.
- o Club and committee names.
- o Up-to-date, easy-to-read seating charts.
- o Courses of study and guides on desk.

EMPLOYEE USE OF TECHNOLOGY

- o Employees shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.
- o Use of school computers and access to the Internet is a privilege.
- o Teachers are expected to follow the directions of staff and abide by the rules of the school and school district, obey the rules of any computer network accessed, and be considerate and respectful of other users.

RULES FOR USE OF COMPUTERS AND COMPUTER NETWORKS

When you use school computers you agree to:

- o Abide by the rules of the school and school district.
- o Obey the rules of any computer network you access.
- o Be considerate and respectful of others.
- o Use school computers for school-related education and research only.
- o Not to use school computers and networks for personal or commercial activities.
- o Not charge any software or documents (except documents you create).
- o Do not produce, distribute, access, use, or store information that is: unlawful; private or confidential; copyright protected; harmful, threatening, abusive, or denigrates others; obscene, pornographic, or contains inappropriate language; interferes with or disrupts the work of others; causes congestion or damage to systems.

COMPREHENSIVE SAFE SCHOOL PLAN

- o Each school has an Emergency Preparedness Management Plan.
- o Inquire at "check in" about specific procedures.
- o Familiarize yourself with the exit routes and safe shelter locations.

FIRST AID

- o All substitutes are encouraged to complete a basic first aid course. For further information you can contact your local American Red Cross at: <http://www.redcross.org> or call the Sacramento Sierra Chapter Red Cross at (916) 368-3131.

REMEMBER; JUST ONE DAY CAN MAKE A DIFFERENCE.

(Revised: 06-27-11)



Human Resources & Employee Compensation Services

Substitute Teacher End-of-Day Report

(Via School Office Manager and Regular Classroom Teacher)

Welcome to School

Substitute's Name:	Phone Number:
Regular Teacher's Name:	Sub Number:
Grade / Subject:	Today's Date:

Elementary Curriculum: Were you able to get through everything in the Lesson Plan? If not, please list areas that still need to be covered.
Language Arts: <input type="checkbox"/> Yes <input type="checkbox"/> No
Math: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other:
Were students able to participate in activities scheduled outside the classroom (e.g., PE, Library, Computer Lab, Science, Art) <input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary Curriculum: Were you able to get through everything in the Lesson Plan? If not, please list areas that still needs to be covered.
Period 1: <input type="checkbox"/> Yes <input type="checkbox"/> No
Period 2: <input type="checkbox"/> Yes <input type="checkbox"/> No
Period 3: <input type="checkbox"/> Yes <input type="checkbox"/> No
Period 4: <input type="checkbox"/> Yes <input type="checkbox"/> No
Period 5: <input type="checkbox"/> Yes <input type="checkbox"/> No
Period 6: <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Comments:

Elementary and Secondary Students

If students were particularly helpful, please list their names:

If students were unduly disruptive, please list their names and briefly describe the problem/consequences:

General comments about the class:

Please list anything that the teacher or the school office could provide that would be helpful to the next substitute teacher in the future.

Would you like to substitute for this class or other classes here in the future? Yes No Please share input.



Please submit this completed form to the office when you turn in your keys and visitor badge. The School Office Manager may verify and approve your on-line substitute jobs in Sub Pay.

For Principal/Assistant Principal Use Only

Substitute Classified Information Section



Classified Substitutes Positions

Clerical Sub positions:

\$20.00 Clerk I	\$21.73 Print Shop Technician
\$20.88 Clerk II	\$28.11 Bookkeeper/Controller
\$23.06 Clerk III	\$23.06 Customer Service
\$23.52 Office Technician I	\$31.04 Registrar
\$24.47 Office Technician II	
\$24.96 Office Technician III	
\$25.46 Office Technician IV (High School Only)	
\$23.06 Attendance Technician I	
\$24.47 Attendance Technician II	
\$25.97 Fiscal Services Technician I	
\$25.97 School Office Manager I & II	
\$26.49 School Office Manager III	

Substitute Instructional Aides positions:

\$20.00 Instructional Aide
\$20.00 Children Center Aide
\$20.00 Special Education Aide

Substitute Custodians:

\$21.31 Custodian 1st Shift (ends no later than 9:00 p.m.)
\$22.37 Custodian 2nd Shift (begins after 9:01 p.m.)

Substitute Campus Monitor:

\$21.31 Campus Monitor

Substitute Warehouse Worker:

\$28.11 Warehouse Worker

Classified Substitutes

Substitute Assignment Change

If a job was canceled or changed, you will be notified of this change through your district email address that is connected to your Frontline account. Please check your district email before leaving to your work location.

If you report to your site and there is no longer a need for your services or the job was placed in error, you may be entitled to a 2 hours of pay. * However, the site can use you in any capacity for up to a 2 hours if needed. If you refuse to stay and complete the assignment as requested, you forfeit your 2 hours of pay.

Please note, in instances where a change is needed for your work assignment as noted above, the site may call the substitute services office to attempt to find an alternative location for you. If work is available and you refuse the assignment, you will forfeit the 2 hours of pay.

Canceling a Substitute Job in Frontline

To cancel a job, you have accepted on our Frontline System, you must call **12 hours before the job begins**. If it is **less than 12 hours**, you must contact the Substitute Office directly at (916) 643-9493 **and** notify the school or department.

Human Resource Services monitors substitutes who frequently cancel accepted substitute assignments; cancellations have a negative impact on the needs of our schools and departments. If you accept a substitute job, you must be committed to working. Communication is crucial expected and appreciated.

Healthy Family Act of 2014



HOW QUALIFYING EMPLOYEES ACCRUE AND TAKE PAID SICK LEAVE?

A qualifying employee begins to accrue paid sick leave beginning on July 1, 2024, or if hired after that date on the first day of employment. An employee is entitled to use (take) paid sick leave beginning on **the 90th day of employment**. SCUSD provide at least five days of paid sick leave per year.

HOW DO I QUALIFY FOR PAID SICK LEAVE?

You have to work for the same employer, on or after January 1, 2015, and for at least 30 days within a year in California. You have to also satisfy a 90-day work employment period (similar to a probationary period) before taking any sick leave.

WHAT IF I WORK LESS THAN 30 DAYS IN CALIFORNIA WITHIN A YEAR?

If you work less than 30 calendar days within a year for the same employer in California, then you are not entitled to paid sick leave under this new law.

WHAT IF I WORK MORE THAN 30 DAYS IN CALIFORNIA WITHIN A YEAR BUT LESS THAN 90 DAYS?

The 90 calendar day period works like a probationary period. If you work less than 90 days for your employer, you are not entitled to take paid sick leave.

DOES PAID SICK LEAVE APPLY TO ALL EMPLOYEES WHO WORK IN CALIFORNIA?

All employees who work at least 30 days for the same employer within a year in California, including part-time, per diem, and temporary employees, are covered by this new law with some specific exceptions. **Employees exempt from the paid sick leave law include:**

- Employees covered by collective bargaining agreements with specified PROVISIONS.
- Retired annuitants working for governmental entities.

WHAT HAPPENS IF I RETURN TO WORK FOR THE SAME EMPLOYER AFTER MORE THAN ONE YEAR?

The paid sick leave law does not require that your accrued sick leave be restored to you.

HOW DOES AN EMPLOYER SATISFY THE PROVISION FOR PUTTING THE FULL AMOUNT OF LEAVE INTO MY LEAVE BANK UNDER THE ALTERNATIVE “UP-FRONT” (OR ADVANCE) METHOD FOR PROVIDING PAID SICK LEAVE?

The law states that an employer is **not required** to have an accrual or carryover policy for paid sick leave if the “full amount of leave” is provided to employees at the beginning of each year of employment, calendar year or 12-month period. The “full amount of leave” that an employer is required to provide under this provision is at least five days of paid sick leave. For initial hires, however, the employee must still meet the 90-day workdays employment requirement prior to taking any paid sick leave.

WHAT CAN I USE PAID SICK LEAVE FOR?

You can take paid sick leave for yourself or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if you are a victim of domestic violence, sexual assault or stalking

- Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling.
- Preventive care would include annual physicals or flu shots

The employee may decide how much paid sick leave he or she wants to use (for example, whether you want to take an entire day, or only part of a day). *Your employer can require you to take a minimum of at least two hours of paid sick leave at a time.*

DO I HAVE TO NOTIFY MY EMPLOYER BEFORE TAKING SICK LEAVE?

The employee must notify Site/Sub Office in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee needs only give notice as soon as practical, as may occur in the case of unanticipated illness or a medical emergency.

Note to Substitute Employees: Please ensure all fields are completely filled out on this Form-12b. This is a required document and must be delivered to the Substitute Office no later than the 25th of each month. Failure to do so will result in the absence being considered as unauthorized, and a non-paid day.

WHEN I TAKE PAID SICK LEAVE, WILL I GET PAID AS I NORMALLY DO FOR THE APPLICABLE PAY PERIOD?

The new law requires that an employer provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken. This does not prevent an employer from making the adjustment in the pay for the same payroll period in which the leave was taken, but it permits an employer to delay the adjustment until the next payroll. For example, if you did not clock in for a shift and therefore were not paid for it but utilized your paid sick leave, your employer would have to pay you not later than the following pay period and account for it in the wage stub or separate itemized wage statement for that following regular pay period.

DO I HAVE THE RIGHT TO CASH OUT MY UNUSED SICK DAYS, LIKE I CAN WITH VACATION AND PAID TIME OFF?

No, not unless your employer's policy provides for a payout. If you leave your job and get rehired by the same employer within 12 months, you can reclaim (restore) what you had accrued in paid sick leave, provided it was not paid out pursuant to a paid time off policy at termination.

WHAT STEP OR HOURLY RATE WILL I BE PAID?

If you are a Substitute Teacher and have earned sick time this will be paid out as Step 2.

If you are a Classified Substitute and have earned your sick time, then you will be paid out at your lowest classified hourly of pay. Unless you provided the job # in which you have been working in a long term position (30 days or more) in (job # is required for this on Form-12b) we will then consider this higher rate of pay.

[CLICK HERE FOR SUBSTITUTE ABSENCE FORM](#)

Substitute/Per Diem Employee Absence Report

Employee Full Legal Name:	
Signature:	Last 6 digits of SSN #
Date Submitted:	Dates of Absence (1 form per each day absent):
Certificated Teachers (see box 1) <input type="checkbox"/>	Classified (see box 2) <input type="checkbox"/>

You must be eligible first before you can use Type of Absence below: See your Substitute Resource Guide further information at www.scusd.edu

BOX 1	Type of Absence Certificated Teachers	½ Day	2/3 Day	Full Day
SICK	Employee Illness (Include Appointments With Doctors Connected With Illness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FSICK	Family Illness (Include Appointments With Doctors Connected With Illness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note to Substitute Employees: Please ensure all fields are completely filled out on this Form-12b. This is a required document and must be delivered to the Substitute Office no later than the 25th of each month. Failure to do so will result in the absence being considered as unauthorized, and a non-paid day.

Box 2	Type of Absence Classified	Classified Hourly Time
SICK	Employee Illness (Include Appointments With Doctors Connected With Illness)	
FSICK	Family Illness (Include Appointments With Doctors Connected With Illness)	

Sub Office/Payroll Use Only:	
Day to Day Sub <input type="checkbox"/>	Long Term Sub Teacher <input type="checkbox"/>

Substitute/Per Diem Employee Absence Report

Employee Full Legal Name:	
Signature:	Last 6 digits of SSN
Date Submitted:	Dates of Absence: (1 form per each day absent):
Certificated Teachers (see box 1) <input type="checkbox"/>	Classified (see box 2) <input type="checkbox"/>

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*Note to Substitute Employees: Please ensure all fields are completely filled out on this Form-12b. This is a required document and must be delivered to the **Substitute Office no later than the 25th of each month.** Failure to do so will result in the absence being considered as unauthorized, and a non-paid day.*

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FSICK	Family Illness (Include Appointments With Doctors Connected With Illness)	

Sub Office/Payroll Use Only:	
Day to Day Sub <input type="checkbox"/>	Long Term Sub Teacher <input type="checkbox"/>

New Employee Computer Access Information

Network Access Guide

Your District Username and Password provide secure access to a variety of District services

- Windows Login
- District email
- Infinite Campus Login
- Google Applications for Education

Here's how to get started:

STEP 1 – Change Your Password

You have been provided with an initial password that must be changed the first time that you login.

- Go to mail.scusd.edu in your web browser.
- Enter your user name and password, and then click **Sign in**.
- Create a new secure password and login.



Step 2 – Create Your Signature

- Click on the Settings icon and select "Options".
- Expand the Mail | Layout menu on the left navigation panel.
- Click "Email signature".
- The suggested format is:
 - First and Last Name**
 - Position**
 - School or Site Name**
 - Phone and Email**
- Click SAVE button to save your changes.

Step 3 – Infinite Campus Login

You are now ready to access Infinite Campus from the District website. Go to www.scusd.edu and click on "Infinite Campus Login: For Staff".

Smartphone Access

For instructions on accessing your account with a smartphone – an iPhone or Android device, go to www.scusd.edu/smartphone

Professional Usage

All employees should use their SCUSD email address for conducting SCUSD business. By using your work email, you are tacitly telling your recipients that your note is of an appropriate professional nature, not personal. Using a personal email address with students or parents can put an employee at risk should there be any question about appropriate communication.

How to Connect iPhone (iOS Device) to SCUSD Outlook Email

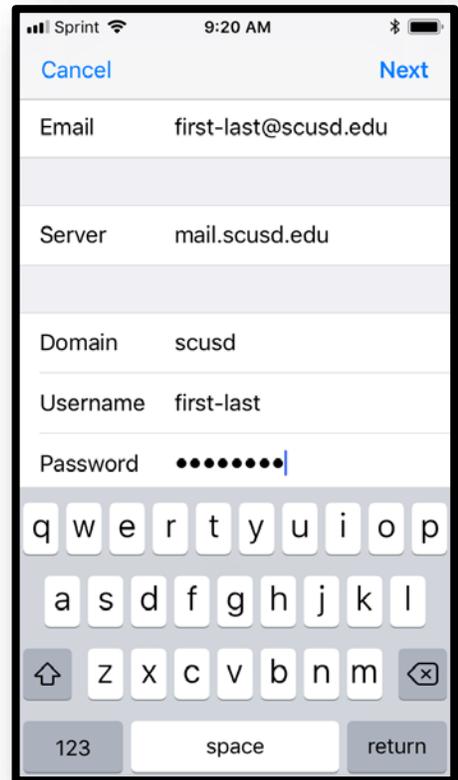
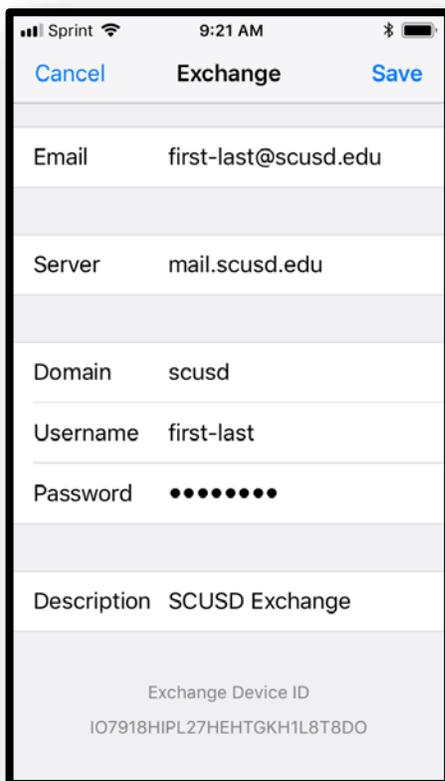
This article explains how to quickly create an Exchange account on your Apple iPad, iPhone or iPod Touch.

Connect to Wireless Network

To successfully setup the initial connection of your Apple iOS Mobile Device to the SCUSD Outlook Exchange Server, it is strongly recommended that you first connect to the SCUSD-WLAN wireless network.

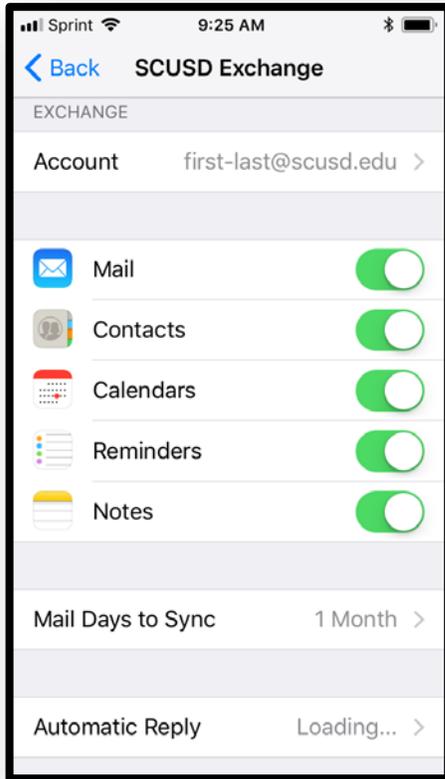
Once you have successfully connected to **SCUSD-WLAN**, please follow the directions below.

1. To add an Exchange account to your iOS Device:
 - Tap **Settings**
 - Select **Accounts & Passwords**
 - Choose **Add Account**
 - Then **Microsoft Exchange**.
2. On the next screen, enter your complete **Email Address** and a **Description** (This is Your Personal Label - Optional).



3. Sign-in to your @scusd.edu Exchange Account using Microsoft.
4. Select **Configure Manually**.
5. Enter your **@scusd.edu Email** and **Password**.
6. Your iOS Device will create Secure (SSL) Connection to Exchange server. If unable, enter the following:
 - Server: **mail.scusd.edu**
 - Domain: **SCUSD**
 - Username: **Your SCUSD Username**
 - Password: **Your SCUSD Password**

How to Connect iPhone (iOS Device) to SCUSD Outlook Email, continued.



7. Choose which type(s) of data you would like to synchronize: **Mail**, **Contacts**, and **Calendars** and more. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

Note: After configuring an Exchange ActiveSync account, all existing contact and calendar information on the iOS Device is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer.

This concludes *How to Connect iPhone (iOS Device) to SCUSD Outlook Email*. For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.



Connecting Android to Outlook Exchange

Configure an Android device to access your Exchange calendar, contacts, and mail.

Before You Begin

The instructions below are based on the Samsung Galaxy S5 with Android v4.4.4.

Depending on your version of Android and the type of device you are using, you may find the instructions below do not precisely match the screens you see when setting up Exchange.

Connect to Wireless Network

To successfully setup the initial connection of your Android mobile device to the SCUSD Outlook Exchange Server, it is strongly recommended that you first connect to the SCUSD-WLAN wireless network.

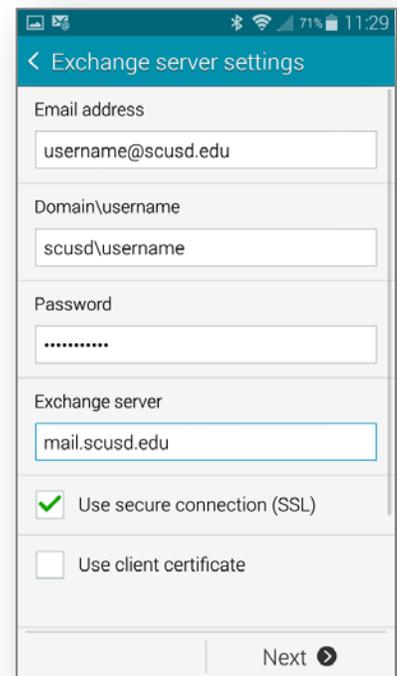
Once you have successfully connected to SCUSD-WLAN, please follow the directions below.

Configure Android for Exchange

To set up Android for Exchange, do the following:

1. Open *Settings > Accounts & Sync > Add Account*.
2. Select *Microsoft Exchange ActiveSync*.
*This can also be listed as *Corporate*.
3. Enter your email address and password.
 - o Your email address is *username@scusd.edu*
4. Press *Next*.
5. On *Activation* page, press *OK*.
6. If you receive a *Security Warning* regarding *Security Certificate*, please *Continue*.
7. Please use the following for manual setup of Exchange server connection.
 - o **Email Address:** *your-username@scusd.edu*
 - o **Domain\Username :** *SCUSD\your-username*
 - o **Password:** *Your SCUSD Password*
 - o **Exchange Server:** *mail.scusd.edu*
 - o **Use secure connection (SSL):** *Yes*
8. Press *Next*. If you receive a *Security Warning* regarding *Security Certificate*, please *Continue*.
9. You might receive a *Remote Security Administration* warning. The warning reads, “*The server mail.scusd.edu requires that you allow it to remotely control some security features of your phone. Do you wish to finish setting up this account?*” If you receive this warning, click *OK*.

**** Important! Be sure to not enable SMS Sync.**



10. Select your account options.
 - For *Email checking frequency*, we recommend *Automatic (Push)*. This means email will be delivered to your Android device as soon as it is received.
 - For *Amount to synchronize*, we recommend *One Month*. This setting determines how far back Exchange email and calendar items should be synced on your device.
 - If you use Exchange as your primary email account and want to use that account to send from your device by default, put a check mark next to *Send email from this account by default*.
 - If you want to be notified when a new Exchange email arrives on your Android device, put a check mark next to *Notify me when email arrives*.
 - If you want your Exchange contacts to be synced with your Android device, put a check mark next to *Sync contacts from this account*.
 - If you want your Exchange calendar to be synced with your Android device, put a check mark next to *Sync calendar from this account*. (Android 2.1 does not offer this option.)
 - Make sure *Sync email from this account* has a check mark next to it.
 - If you want to automatically download attachments on your Android device when you are connected to wireless, such as "SCUSD-WLAN," put a check mark next to *Automatically download attachments when connected to Wi-Fi*. You might want to skip this option if you receive large file attachments in email if you are concerned about storage space on your device.
11. Press *Next*.
12. You might be prompted to select required security settings at this time. If so, refer to *Security Settings Update* below. Otherwise, you will be prompted to select these settings after you complete setting up your account.
13. Complete the account setup.
 - Enter *SCUSD Exchange* in the *Give this account a name* field.
 - Enter your full name in the *Your Name* field. This is how your name will be displayed on Exchange emails sent from your Android device.
14. Press *Done*.

Android is now configured for Exchange. Your Android device will begin syncing email, calendar, and contact items from Exchange. This may take a few moments.

Set an Unlock Pattern

Your Exchange calendar and email contain sensitive or personal data. We recommend setting a screen unlock pattern for Android.

This concludes *Connecting Android to Outlook Exchange*. For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.



HR RESOURCE



Technology Dept. Resources



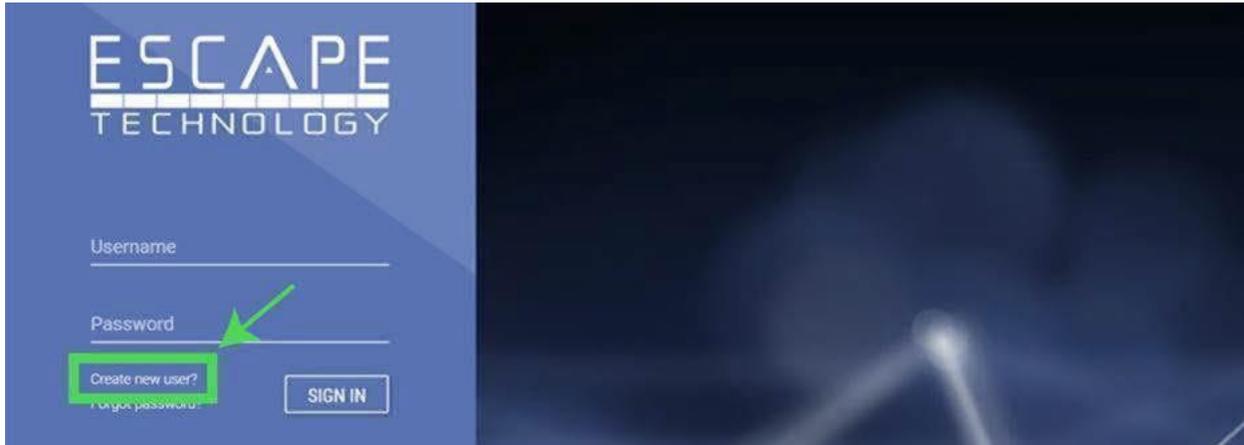
✚ Set up a [MyPortal](#) account to instantly:

- See your current earned leave balances
- Check past and future pay dates
- Download payroll snapshots, W2 forms and other documents
- View Health and Welfare benefits, and
- Update personal contact information

➤ **Please be aware that any changes submitted online may require up to 3 business days before being reflected in your employee record.**

Get started by creating an account today:

1. Visit myportal.scusd.edu and click "Create New User?"



2. Enter the information requested

Note that your information must be entered *exactly* as it appears in District records. Contact Human Resources at 916-643-9050 with any questions about your employee record.

3. Look for a confirmation code in your email In Box and type it into the verification screen within the allotted time.



4. After you have signed up, access [MyPortal](https://myportal.scusd.edu) at myportal.scusd.edu 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.

Information in [MyPortal](#) is secured via industry-standard technologies such as those used by international financial institutions, including [SHA-2 SSL encryption](#) and [multi-factor authentication](#). In addition, your [MyPortal](#) login credentials are separate from your district-provided credentials and can't be accessed by anyone else.

Questions?

Visit the [District website](#) to learn more about the account creation process, and to preview the features and capabilities of [MyPortal](#).

Please contact the Technology Services Support Desk at support@scusd.edu with any questions regarding [MyPortal](#).

Thank you,
Technology Services



Human Resource Services

Traditional Student Attendance Calendar

2024-25 School Year

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days: 0

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19*	20	21	22	23	24
25	26	27	28	29	30	31

Days: 10

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days: 20

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days: 23

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days: 15

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days: 15

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days: 19

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Days: 18

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days: 21

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Days: 17

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days: 21

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12*	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Days: 9

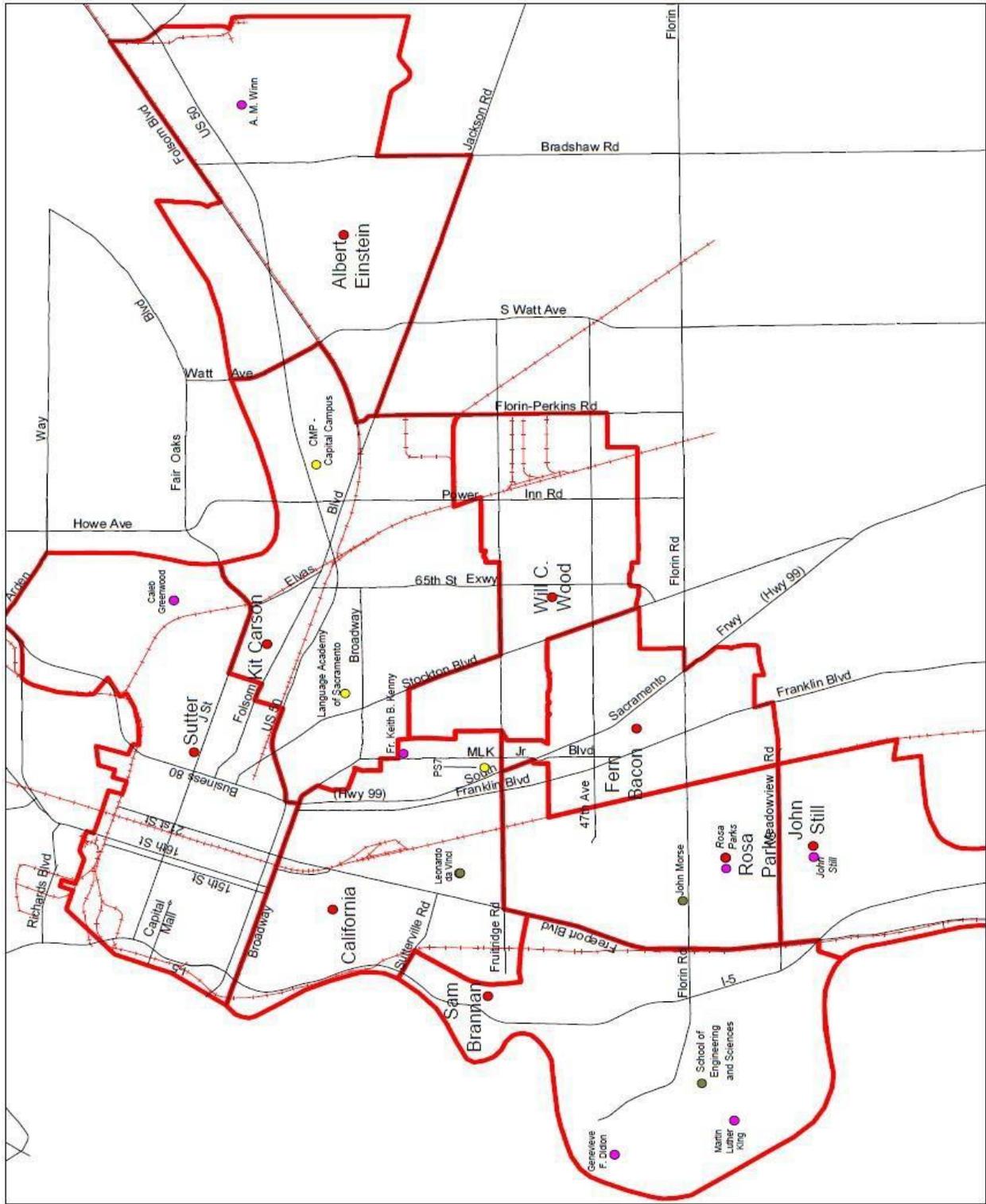
Legend/Key	
*	First/Last Day of School
■	Holidays

of School Days (Students)
188

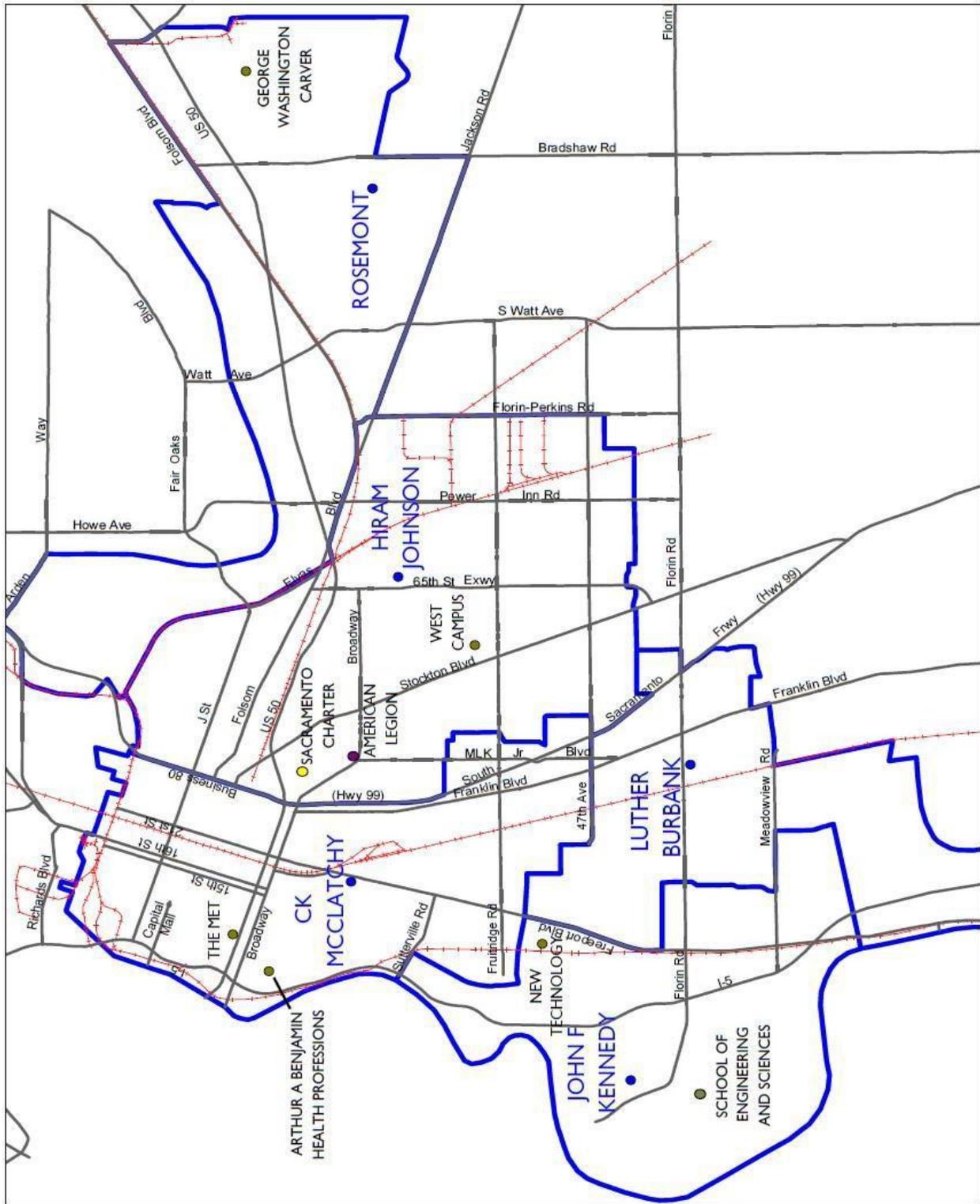
Schools & Departments

Map, Addresses & Phone Numbers





Middle Schools Sites



High Schools

Children Centers

Child Development Programs

The primary goal of SCUSD's Child Development Department for children 0 to 5 is "Readiness for School Success." In order to achieve this goal, the department offers free or subsidized high-quality child care, preschool, and home visiting programs for income qualified families. These programs provide developmentally appropriate learning experiences, comprehensive student support services, and numerous parent education and involvement opportunities.

The Child Development Department also offers full fee and subsidized before and after school care and limited full infant/toddler. Most centers offer child care, are open from 7:30 a.m. to 5:30 p.m. (a few 7:00 a.m. - 6:00 p.m.), and services are offered during the summer and holiday periods.

Substitutes may be called to work anytime within an eleven-hour day, but not more than eight hours; occasional split shifts are required.

Major responsibilities include, but are not limited to:

1. Sign in on the substitute sign-in sheet.
2. Check the food allergy chart posted on the refrigerator for any children with special concerns or allergies.
3. Follow the daily schedule posted in the classroom.
4. Follow the lesson plans provided by the teacher.
5. Report any accident, illness, or unusual incident to the Coordinator.
6. Never leave any child unattended, and adhere to all CCL licensing ratios and regulations.
7. Only positive forms of child discipline are allowed.
8. Never release any child to unauthorized persons. If the person picking up a child is unknown to you or other staff members, check the child's emergency card and the adult's identification.

The Child Development Department is located at the Serna Center, 5735 47th Avenue, Sacramento, 643-7800.

Abraham Lincoln	3324 Glenmoor Drive	916-228-5867	John Cabrillo	1141 Seamas Ave	916-264-3765
A.M. Winn	3351 Explorer Drive	916-228-5883	John D. Sloat	7525 Candlewood Way	916-433-5054
Bear Flag	6807 Franklin Blvd	916-433-5598	John Still	2200 John Still Drive	916-433-2660
Bowling Green	6807 Franklin Blvd	916-433-5598	Leonardo da Vinci	4701 Joaquin Way	916-277-6708
Bret Harte	2761 9th Avenue	916-277-6263/277-6933/277-6932	Lisbon	7555 S. Land Park Drive	916-433-5057
C.A. Jones Skills Ctr.	5451 Lemon Hill Avenue	433-2655/433-2652	Marian Anderson	2850 4th Street	916-277-6259/277-7139
Camellia Basic	6600 Cougar Drive	916-382-5602	Mark Twain	4914 58th Street	916-277-6458
Collis P. Huntington	5917 - 26th Street	916-433-5437/433-5438/433-2795	Martin Luther King	480 Little River Way	916-433-5065/433-2809
Earl Warren	5420 Lowell Street	916-382-6039/382-6038	Matsuyama	7680 Windridge Drive	916-433-5550/433-5018
Edward Kemble	7495 29 th Street	916-433-5028/433-2813	Nicholas	5100 El Paraiso Ave.	916-395-4655
Elder Creek	7934 Lemon Hill Avenue	916-382-5979/382-6005/382-6004	Oak Ridge	4501 M.L. King Blvd	916-277-6684
Ethel I. Baker	5717 Laurine Way	916-433-5448	Pacific	6201 41st Street	916-433-5324
Ethel Phillips	2930 21st Avenue	916-277-6780	Parkway	4720 Forest Parkway	916-433-2842/433-2843
Father K. B. Kenny	3525 M.L. King Blvd	916-277-6512	Peter Burnett	6032 36th Avenue	916-277-6522
Golden Empire	9045 Canberra Drive	916-228-5848	Susan B. Anthony	7864 Detroit Blvd	916-433-5356/433-5352
Hiram Johnson	3535 65th Street	916-277-6767	Theodore Judah	3919 McKinley Blvd	916-277-6562
H. W. Harkness	2147 54th Ave	916-433-5045	Washington	530 18th Street	916-264-4186/264-4163
Isador Cohen	9025 Salmon Falls Drive	916-228-5863	Woodbine	2500 52nd Ave	916-433-5318
James Marshall	9525 Goethe Road	916-228-5865/228-5856			
Leataata Floyd	401 McClatchy Way	916-264-4181			
John Bidwell	1730 65th Avenue	916-433-5049/433-5451			

School Site/Department Name	Street Address	City	Zip	Phone
A. WARREN MCCLASKEY ADULT EDUCATION	5241 J STREET	SACRAMENTO	95819	(916) 277-6625
A.M. WINN (K-8)	3351 EXPLORER DRIVE	SACRAMENTO	95827	(916) 228-5880
ABRAHAM LINCOLN ELEMENTARY (K-6)	3324 GLENMOOR DRIVE	SACRAMENTO	95827	(916) 228-5830
ACCELERATED ACADEMY (11-12)	5601 47TH AVENUE	SACRAMENTO	95824	(916) 643-2341
ALBERT EINSTEIN MIDDLE SCHOOL (7-8)	9325 MIRANDY DRIVE	SACRAMENTO	95826	(916) 395-5310
ALICE BIRNEY WALDORF-INSPIRED (K-8)	6251 13TH STREET	SACRAMENTO	95831	(916) 395-4510
AMERICAN LEGION HIGH SCHOOL (9-12)	3801 BROADWAY	SACRAMENTO	95817	(916) 277-6600
BOWLING GREEN (Chacon) ELEMENTARY K-6	6807 FRANKLIN BLVD	SACRAMENTO	95823	(916) 433-7321
BOWLING GREEN (McCoy) ELEMENTARY K-6	4211 TURNBRIDGE DRIVE	SACRAMENTO	95823	(916) 433-5426
BRET HARTE ELEMENTARY (K-6)	2751 9th AVENUE	SACRAMENTO	95818	(916) 277-6261
C.K. MCCLATCHY (Duplex)	2200 11TH AVENUE	SACRAMENTO	95818	(916) 442-0222
C.K. MCCLATCHY HIGH SCHOOL (9-12)	3066 FREEPORT BOULEVARD	SACRAMENTO	95818	(916) 395-5050
CALEB GREENWOOD (K-8)	5457 CARLSON DRIVE	SACRAMENTO	95819	(916) 277-6266
CALIFORNIA MIDDLE SCHOOL (7-8)	1600 VALLEJO WAY	SACRAMENTO	95818	(916) 395-5302
CALIFORNIA MONTESSORI PROJECT (K-8)	2635 CHESSNUT HILL DRIVE	SACRAMENTO	95826	(916) 325-0910
CAMELLIA BASIC ELEMENTARY (K-6)	6600 COUGAR DRIVE	SACRAMENTO	95828	(916) 395-4520
CAPITAL CITY INDEPENDENT STUDY SCHOOL (K-12)	7222 24th Street	SACRAMENTO	95823	(916) 433-5187
CAPITOL COLLEGIATE ACADEMY (K-8)	2118 MEADOWVIEW ROAD	SACRAMENTO	95832	(916) 476-5796
CAROLINE WENZEL ELEMENTARY (K-6)	6870 GREENHAVEN DRIVE	SACRAMENTO	95831	(916) 433-5432
CESAR CHAVEZ INTERMEDIATE (K-6)	7500 32ND STREET	SACRAMENTO	95822	(916) 395-4530
CHARLES A. JONES BUSINESS EDUCATION CENTER	5451 Lemon Hill Avenue	SACRAMENTO	95817	(916) 433-2600
CHILDREN CENTER - A M WINN	3351 EXPLORER DR	SACRAMENTO	95827	(916) 228-5883
CHILDREN CENTER - ABRAHAM LINCOLN	3324 GLENMORE DRIVE	SACRAMENTO	95827	(916) 228-5867
CHILDREN CENTER - BEAR FLAG	6620 GLORIA DRIVE	SACRAMENTO	95831	(916) 433-2747
CHILDREN CENTER - BOWLING GREEN	6807 FRANKLIN BLVD	SACRAMENTO	95831	(916) 433-5598
CHILDREN CENTER - BRET HARTE	2761 9th AVENUE	SACRAMENTO	95818	(916) 277-6263
CHILDREN CENTER - CAMELIA BASIC	6600 COUGAR DRIVE	SACRAMENTO	95828	(916) 382-5602
CHILDREN CENTER - COLLIS P. HUNTINGTON	5917 26th STREET	SACRAMENTO	95822	(916) 433-5438
CHILDREN CENTER - EARL WARREN	5420 LOWELL STREET	SACRAMENTO	95820	(916) 382-6039
CHILDREN CENTER - EDWARD KEMBLE	7495 29TH STREET	SACRAMENTO	95822	(916) 433-2813
CHILDREN CENTER - ELDER CREEK	7800 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 382-5979
CHILDREN CENTER - ETHEL I BAKER	5717 LAURINE WAY	SACRAMENTO	95824	(916) 433-5448
CHILDREN CENTER - ETHEL PHILLIPS	2930 21ST AVE	SACRAMENTO	95820	(916) 277-6780
CHILDREN CENTER - FATHER KEITH B. KENNY	3525 MARTIN LUTHER DRIVE	SACRAMENTO	95817	(916) 277-6512
CHILDREN CENTER - FREEPORT	2118 MEADOWVIEW ROAD	SACRAMENTO	95832	(916) 433-2777
CHILDREN CENTER - FRUITRIDGE	4625 44TH STREET	SACRAMENTO	95820	(916) 277-6288
CHILDREN CENTER - GOLDEN EMPIRE	9045 CANBERRA DR	SACRAMENTO	95826	(916) 228-5848
CHILDREN CENTER - HIRAM JOHNSON FAMILY ED CENTER	3535 65TH STREET	SACRAMENTO	95820	(916) 277-6767
CHILDREN CENTER - HW HARKNESS	2147 54TH AVE	SACRAMENTO	95822	(916) 433-5045
CHILDREN CENTER - ISADOR COHEN	9025 SALMON FALLS	SACRAMENTO	95826	(916) 228-5856
CHILDREN CENTER - JAMES MARSHALL	9525 GOETHE ROAD	SACRAMENTO	95827	(916) 228-5865
CHILDREN CENTER - JOHN BIDWELL	1730 65th AVENUE	SACRAMENTO	95822	(916) 433-5049
CHILDREN CENTER - JOHN CABRILLO	1141 SEAMAS AVE	SACRAMENTO	95822	(916) 264-3765
CHILDREN CENTER - JOHN D. SLOAT	7525 CANDLEWOOD WAY	SACRAMENTO	95822	(916) 433-5054
CHILDREN CENTER - JOHN STILL	2200 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-2600
CHILDREN CENTER - LEATAATA FLOYD	401 MCCLATCHY WAY	SACRAMENTO	95818	(916) 395-4632
CHILDREN CENTER - LEONARDO DA VINCI	4701 JOAQUIN WAY	SACRAMENTO	95822	(916) 277-6708
CHILDREN CENTER - LISBON	7555 SOUTH LAND PARK DRIVE	SACRAMENTO	95831	(916) 433-5060
CHILDREN CENTER - MARIAN ANDERSON	2850 49th STREET	SACRAMENTO	95817	(916) 277-6259
CHILDREN CENTER - MARK TWAIN	4914 58th STREET	SACRAMENTO	95820	(916) 277-6670
CHILDREN CENTER - MARTIN LUTHER KING JR	480 LITTLE RIVER WAY	SACRAMENTO	95831	(916) 433-2809

School Site/Department Name	Street Address	City	Zip	Phone
CHILDREN CENTER - MATSUYAMA	7680 WINDBRIDGE DRIVE	SACRAMENTO	95831	(916) 433-5550
CHILDREN CENTER - NICHOLAS	5100 EL PARAISO AVE	SACRAMENTO	95824	(916) 395-4655
CHILDREN CENTER - OAK RIDGE	4501 MLK JR BLVD	SACRAMENTO	95820	(916) 277-6684
CHILDREN CENTER - PACIFIC	6201 41ST STREET	SACRAMENTO	95824	(916) 433-5324
CHILDREN CENTER - PARKWAY	4720 FOREST PARKWAY	SACRAMENTO	95823	(916) 433-2843
CHILDREN CENTER - SUYU	6032 36TH AVE	SACRAMENTO	95823	(916) 277-6522
CHILDREN CENTER - SKILLS & BUSINESS CENTER	5451 Lemon Hill Avenue	SACRAMENTO	95817	(916) 433-2652
CHILDREN CENTER - SUSAN B ANTHONY	7864 DETROIT BLVD	SACRAMENTO	95832	(916) 433-5356
CHILDREN CENTER - THEODORE JUDAH	3919 MCKINLEY BOULEVARD	SACRAMENTO	95819	(916) 277-6562
CHILDREN CENTER - WASHINGTON	530 18th STREET	SACRAMENTO	95814	(916) 264-4186
CHILDREN CENTER - WOODBINE	2500 52ND AVE	SACRAMENTO	95822	(916) 433-5318
COLLIS P. HUNTINGTON ELEMENTARY (K-6)	5921 26th STREET	SACRAMENTO	95822	(916) 433-2990
CROCKER RIVERSIDE ELEMENTARY (K-6)	2970 RIVERSIDE BLVD.	SACRAMENTO	95818	(916) 395-4535
DAVID LUBIN ELEMENTARY (K-6)	3535 M STREET	SACRAMENTO	95816	(916) 277-6271
DISTRIBUTION SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6660
DISTRICT OPERATIONS DEPT (0807)	425 FIRST AVE	SACRAMENTO	95818	(916) 264-4091
EARL WARREN ELEMENTARY (K-6)	5420 LOWELL STREET	SACRAMENTO	95820	(916) 395-4545
EDWARD KEMBLE ELEMENTARY (K-6)	7495 29th STREET	SACRAMENTO	95822	(916) 395-4550
ELDER CREEK ELEMENTARY (K-6)	7934 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 382-5970
ETHEL I BAKER ELEMENTARY (K-6)	5717 LAURINE WAY	SACRAMENTO	95824	(916) 395-4560
ETHEL PHILLIPS ELEMENTARY (K-6)	2930 21st AVENUE	SACRAMENTO	95820	(916) 277-6277
FACILITIES MAINTENANCE (OPERATIONS DEPARTMENT)	425 FIRST AVE	SACRAMENTO	95818	(916) 264-4075
FATHER KEITH B KENNY ELEMENTARY (K-8)	3525 MARTIN LUTHER KING, JR. BLVD.	SACRAMENTO	95817	(916) 395-4570
FERN BACON BASIC MIDDLE SCHOOL (7-8)	4140 Cuny Avenue	SACRAMENTO	95823	(916) 395-5340
GENEVIEVE DIDION (K-8)	6490 HARMON DRIVE	SACRAMENTO	95831	(916) 433-5039
GEORGE WASHINGTON CARVER SCHOOL	10101 SYSTEMS PARKWAY	SACRAMENTO	95827	(916) 395-5266
GOLDEN EMPIRE ELEMENTARY (K-6)	9045 CANBERRA DRIVE	SACRAMENTO	95826	(916) 395-4580
H. W. HARKNESS ELEMENTARY (K-6)	2147 54th AVENUE	SACRAMENTO	95822	(916) 433-5042
HEALTH PROFESSIONS HIGH SCHOOL	451 MC CLATCHY WAY	SACRAMENTO	95818	(916) 395-5010
HIRAM JOHNSON HIGH SCHOOL (9-12)	6879 14th AVENUE	SACRAMENTO	95820	(916) 395-5070
HOLLYWOOD PARK ELEMENTARY (K-6)	4915 HARTE WAY	SACRAMENTO	95822	(916) 395-4590
HUBERT BANCROFT ELEMENTARY (K-6)	2929 BELMAR STREET	SACRAMENTO	95826	(916) 395-4595
ISADOR COHEN ELEMENTARY (K-6)	9025 SALMON FALLS DRIVE	SACRAMENTO	95826	(916) 228-5840
JAMES W. MARSHALL ELEMENTARY (K-6)	9525 GOETHE ROAD	SACRAMENTO	95827	(916) 395-4605
JOHN BIDWELL ELEMENTARY (K-6)	1730 65th AVENUE	SACRAMENTO	95822	(916) 433-5047
JOHN CABRILLO ELEMENTARY (K-6)	1141 SEAMAS AVENUE	SACRAMENTO	95822	(916) 395-4615
JOHN F KENNEDY HIGH SCHOOL (9-12)	6715 GLORIA DRIVE	SACRAMENTO	95831	(916) 395-5090
JOHN H. STILL (5-8)	2250 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-5375
JOHN H. STILL (K-4)	2200 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-5191
JOHN MORSE THERAPEUTIC CENTER (K-8)	1901 60TH AVENUE	SACRAMENTO	95822	(916) 433-2972
JOHN SLOAT BASIC ELEMENTARY (K-6)	7525 CANDLEWOOD WAY	SACRAMENTO	95822	(916) 395-4620
UMOJA INTERNATIONAL ACADEMY (7-12)	5301 N STREET	SACRAMENTO	95819	(916) 277-6750
LANGUAGE ACADEMY OF SACRAMENTO (K-8)	2850 49th Street	SACRAMENTO	95820	(916) 277-7137
LEATAATA FLOYD ELEMENTARY (K-6)	401 McCLATCHY WAY	SACRAMENTO	95818	(916) 395-4630
LEONARDO DA VINCI (K-8)	4701 JOAQUIN WAY	SACRAMENTO	95822	(916) 395-4635
LUTHER BURBANK HS (9-12)	3500 FLORIN ROAD	SACRAMENTO	95823	(916) 433-5100
MARK TWAIN ELEMENTARY (K-6)	4914 58th STREET	SACRAMENTO	95820	(916) 395-4640
MARTIN LUTHER KING JR. ELEMENTARY (K-8)	480 LITTLE RIVER WAY	SACRAMENTO	95831	(916) 395-4645
MATRICULATION AND ORIENTATION CENTER	5601 47th AVENUE	SACRAMENTO	95834	(916) 643-2162
MATSUYAMA ELEMENTARY (K-6)	7680 WINDBRIDGE DRIVE	SACRAMENTO	95831	(916) 395-4650
NEW JOSEPH BONNHEIM (K-6)	7300 MARIN AVENUE	SACRAMENTO	95820	(916) 277-6294

School Site/Department Name	Street Address	City	Zip	Phone
NEW TECHNOLOGY HIGH SCHOOL (9-12)	1400 DICKSON STREET	SACRAMENTO	95822	(916) 395-5254
NICHOLAS ELEMENTARY (K-6)	5100 EL PARAISO AVE	SACRAMENTO	95823	(916) 395-4655
NUTRITION SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6716
O.W. ERLEWINE ELEMENTARY (K-6)	2441 STANSBERRY WAY	SACRAMENTO	95826	(916) 395-4660
OAK RIDGE ELEMENTARY (K-6)	4501 MARTIN LUTHER KING JR. BLVD	SACRAMENTO	95820	(916) 395-4665
OPERATION SERVICES	425 FIRST AVENUE	SACRAMENTO	95814	(916) 264-4078
PACIFIC ELEMENTARY (K-6)	6201 41st STREET	SACRAMENTO	95824	(916) 433-5089
PARKWAY ELEMENTARY (K-6)	4720 FOREST PARKWAY	SACRAMENTO	95823	(916) 433-5082
SUY:U ELEMENTARY (K-6)	6032 36th AVENUE	SACRAMENTO	95824	(916) 277-6685
PHOEBE A. HEARST BASIC ELEMENTARY (K-6)	1410 60th STREET	SACRAMENTO	95819	(916) 277-6690
PONY EXPRESS ELEMENTARY (K-6)	1250 56th AVENUE	SACRAMENTO	95831	(916) 395-4690
PURCHASING SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6662
ROSA PARKS (K-8)	2250 68th AVENUE	SACRAMENTO	95822	(916) 395-5327
ROSEMONT HIGH SCHOOL (9-12)	9594 KIEFER BLVD	SACRAMENTO	95827	(916) 395-5130
SACRAMENTO CHARTER (ST . HOPE)	2315 34th Street	SACRAMENTO	95817	(916) 884-5109
SAM BRANNAN MIDDLE SCHOOL (7-8)	5301 ELMER WAY	SACRAMENTO	95822	(916) 395-5360
SCHOOL OF SCIENCE AND ENGINEERING HIGH SCHOOL (9-12)	7345 GLORIA DRIVE	SACRAMENTO	95831	(916) 395-5040
SEQUOIA ELEMENTARY (K-6)	3333 ROSEMONT DRIVE	SACRAMENTO	95826	(916) 228-5850
SOL AUREUS COLLEGE PREP	6620 GLORIA DRIVE	SACRAMENTO	95831	(916) 421-0600
SPECIAL EDUCATION (LUTHER BURBANK-TRANSITION PR	3500 FLORIN ROAD	SACRAMENTO	95823	(916) 433-5100
SPECIAL EDUCATION (Sac State)	6000 J STREET	SACRAMENTO	95819	(916) 643-9188
SPECIAL EDUCATION- SHRINERS HOSPITAL	2425 STOCKTON BLVD	SACRAMENTO	95817	(916) 643-9116
SUCCESS ACADEMY (4-8)	2221 MATSON DRIVE	SACRAMENTO	95822	(916) 395-4990
SUSAN B. ANTHONY ELEMENTARY (K-6)	7864 DETROIT BOULEVARD	SACRAMENTO	95832	(916) 433-5353
MIWOK MIDDLE SCHOOL (7-8)	3150 I STREET	SACRAMENTO	95816	(916) 395-5370
SUTTERVILLE ELEMENTARY (K-6)	4967 MONTEREY WAY	SACRAMENTO	95822	(916) 277-6693
TAHOE ELEMENTARY (K-6)	3110 60th STREET	SACRAMENTO	95820	(916) 277-6360
THE MET HIGH SCHOOL (9-12)	810 V STREET #5	SACRAMENTO	95818	(916) 395-5417
THEODORE JUDAH ELEMENTARY (K-6)	3919 MCKINLEY BOULEVARD	SACRAMENTO	95819	(916) 395-4790
TRANSPORTATION SERVICES	3101 REDDING AVENUE	SACRAMENTO	95824	(916) 277-6678
WASHINGTON ELEMENTARY (K-6)	520 18th STREET	SACRAMENTO	95814	(916) 264-4160
WEST CAMPUS HIGH SCHOOL (9-12)	5022 58TH STREET	SACRAMENTO	95820	(916) 277-6400
WILL C. WOOD MIDDLE SCHOOL (7-8)	6201 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 395-5380
WILLIAM LAND ELEMENTARY (K-6)	2120 12th STREET	SACRAMENTO	95818	(916) 395-4890
WOODBINE ELEMENTARY (K-6)	2500 52nd AVENUE	SACRAMENTO	95822	(916) 433-5358