District 300 Substitute Teacher Training

District Office Location: 2550 Harnish Drive, Algonquin, IL 60102
Topics to be Discussed

- Sub Station
- Online Information
- Daily Pay Rates/Long Term Subbing
- Email accounts/Lawson Document Self-Service
- SmartFindExpress
- Frequently Asked Questions
- School Closings
- Removal from Substitute Roster
- Questions/Concerns
Sub Station

• Visit www.d300.org
  • Departments
  • Human Resources
  • Sub Station
Human Resources

The District 300 Human Resources Department is responsible for retaining well-qualified, experienced, and dedicated staff members in order to maintain the highest quality education for all students. Led by Human Resources Supervisor, Eberto Mora, our professional and experienced staff is committed to providing excellent service to all employees and applicants.

CONTACT US

Community Unit School District 300
Human Resources Department

NEW Office Location: 2550 Hamish Drive, Algonquin IL 60102

847.551.8490 (Phone)
847.551.8493 (Fax)

Our offices are open Monday through Friday with the exception of legal holidays.
When school is in session: 8:00 AM - 4:30 PM.

Sub Station

New Employee Documents
Sub Station – Related Documents

Scroll towards the bottom of the Sub Station page for a list of forms and helpful information, i.e., New Sub Checklist, Rapid ID Setup, School Year Calendar.
General Subbing

• Substitute teaching assignments
  • $95/day
  • $105/day after 40 non-consecutive, cumulative, FULL DAY assignments

• How do I receive the higher rate of pay?
  • Track your assignments, and after reaching 40 full day assignments, complete and submit the Report of Substitute Teaching Assignments to HR.
COMMUNITY UNIT SCHOOL DISTRICT 300
HUMAN RESOURCES DEPARTMENT

REPORT OF SUBSTITUTE ASSIGNMENTS

DATE: ____________________________________________

TO: Human Resources
    Community Unit School District 300
    2550 Harsh Drive
    Algonquin, IL 60102

FAX: 847-551-8493

ATTN: Substitute Teaching

I hereby request an increase to step 2 of the substitute pay schedule after 40 non-consecutive, cumulative substitute jobs for Community Unit School District 300.

Please check one:

☐ I have attached a separate page providing job numbers of my assignments.

☐ I have attached a print-out from Smartfind detailing my assignments.

Thank you,

______________________________
Substitute Teacher’s Signature

______________________________
Access ID number

______________________________
Name (Please Print)

*This form must be submitted within 30 calendar days of completion of your last work day detailed above for the increase to become immediately. Failure to submit this form within 30 calendar days will result in the increase becoming effective on the submission date of this form.

For office use only:

Date received: __________________________ Lesson: __________________________

Payroll: __________________________ File: __________________________
Long Term Teaching Assignments

• Must have teacher license
  • Substitute License does not qualify
• Substitutes selected by building Principal.
• $150/day after 19 consecutive days
• To receive the $150 daily rate, after working 19 days of the long term assignment, complete and submit the Report of Long Term Assignments to HR.
COMMUNITY UNIT SCHOOL DISTRICT 300
HUMAN RESOURCES DEPARTMENT

REPORT OF LONG-TERM SUBSTITUTE ASSIGNMENTS

DATE: ____________________________

TO: Human Resources
    Community Unit School District 300
    2550 Harnish Drive
    Algonquin, IL 60102

FAX: 847-551-8493
ATTN: Substitute Teaching

I hereby request reimbursement for the per-diem difference for the first 19 days of my long-term assignment.

Start date of long-term assignment: ____________________________

Please check one:

☐ My assignment is for a teacher on leave

_____________________________ at ____________________________
Teacher School

☐ My assignment is for an open position

_____________________________ at ____________________________
Position School

Thank you,

_____________________________ ____________________________
Substitute Teacher’s Signature School Administrator’s Signature

_____________________________ ____________________________
Name (Please Print) Access ID/Employee ID

For office use only:

Data received: __________________ Lawson: __________________

Payroll: __________________ File: __________________
Long Term Para Assignments

• **Not** paid the long term sub rate
  • Paid at regular sub rate for the duration of the assignment
• **Not** required to submit Report of Long Term Assignment form
Pay

- District 300 employees are paid bi-weekly, every other Friday.
  - Example: For the Pay Date of 10/28, the Period Covered is 10/02-10/15.
- Payroll Calendar on Sub Station
- Do not need to complete a time sheet, paid based on entries in SmartFind.
- Direct deposit:
  - Enroll upon hire
  - Direct Deposit set up in Employee Self Service
- Electronic pay stubs are emailed to you and also viewable on Document Self Service
Rapid ID

Technology has implemented a new Single Sign On system that requires existing D300 employees to log in with the Rapid Identity system and set up security questions. Allows you to access:

- D300 email
- Lawson Employee and Document Self Service
- SmartFind website

Please reference the Rapid ID instructions on the Sub Station for how to setup your account.

- Site: [https://id.d300.org](https://id.d300.org)
D300 Email

- Can use once your Rapid ID account has been claimed
- Will use for sub assignment confirmation and other District notifications
- Once your D300 email is activated, sign up for Employee Self Service
What is Employee Self Service?

• Can be done once your account is set up in Rapid ID
• Employee Self Service features:
  • Set up and manage direct deposit accounts
  • Set up tax information
    ▪ Complete Federal and State W-4
  • Address changes
  • Emergency contacts
Document Self Service

• Must register for Document Self Service for online access to pay statements and W-2s
• Instructions are posted on the Sub Station
License Renewal

- Illinois State Board of Education
  www.isbe.net/elis

- Kane County Regional Office of Education
  28 N. First Street
  Geneva, IL  60134-2622
  630-232-5955
  www.kane.k12.il.us

Don’t forget...
Contact HR to update records!
How will I get called for jobs? SmartFindExpress!

• Once you are set up as a sub, you will have a profile in SFE that you manage. The options you set up in your profile determine the sub assignment calls you will receive.
  • **Schedule**
    • Your availability
  • **Classifications**
    • These are types of teaching positions, i.e., High School Math Teacher
    • There are also paraeducator positions you can sub for, i.e., Pre-Primary Aide
  • **Locations**
    • Schools you are willing to sub for
SmartFindExpress

• The system will call out:
  • Sunday – Thursday
    • 6:00 p.m. – 9:00 p.m.
  • Monday – Friday
    • Beginning at 5:00 a.m.

• When can I search for available jobs?
  • Anytime! Can search on SmartFindExpress site.
SmartFindExpress

- **Web address:**
  - [https://d300.eschoolsolutions.com](https://d300.eschoolsolutions.com)

- **Link also available at** [http://www.d300.org](http://www.d300.org)
  - Staff
  - Quick Links
  - SmartFindExpress Sub Caller
SmartFindExpress

System phone number
847-428-1012

Help Desk /Human Resources
(Available from 8:00 am – 4:30 pm daily)
847-551-8490
SFE Mobile – Currently Unavailable

SFE Mobile was incompatible with the iPhone iOS8 upgrade; there is currently no available date for when this will be corrected.
SmartFindExpress - Email

Email feature:

- Field is automatically populated with D300 email address.
- Substitutes are notified of assignments and cancellations and can receive reminders for upcoming assignments.
- “Trouble signing in?” feature on the login screen will send the password to your District 300 email address on profile.
SmartFindExpress – need help?

• The **Help** drop down box gives you up to date access to:
  • Substitute User Guide
  • Online tutorials:
    • Logging in on the Web
    • Navigating and Profile Updates
  • Schedule
  • Available Jobs
  • Review Assignments
SmartFindExpress – need help?
SmartFindExpress - Tutorial

- SmartFindExpress Tutorial can be found in two places:
  - Sub Station > Important Links
  - SmartFindExpress Login Screen:

First time using SmartFindExpress? You must register by phone by calling 847-426-1012.

Access ID = Your Employee ID
During the registration process your Access ID is also your PIN.

Substitute Orientation Video
For assistance with SmartFindExpress, please contact HR at 847-551-8480.
Frequently Asked Questions
FAQ

Q. How will I know when I am ready to begin subbing?

A. You will be emailed a memo from HR once all pre-employment paperwork has been completed. Included in that memo is your Access ID (employee ID) and instructions on how to register with SmartFindExpress.
MEMORANDUM

TO: Carla Lopez
FROM: Lora Garrison – Human Resources
DATE: October 29, 2014
RE: SmartfindExpress Sub-caller system

SmartfindExpress is the latest in web-based and telephone-based technology that allows District 300 to fill teacher absences quickly, easily, and more efficiently with substitutes.

Below you will find your Access ID for SmartfindExpress. You must register via the phone system prior to using the sub-caller system. Your profile has been entered into the system; therefore, once you register, you will be activated in SmartfindExpress. As a reminder, your Access ID will also be your pin number the very first time you call into the system. You will be instructed to create a new pin number (any 6 digit number you choose) upon registration. Please refer to your SmartfindExpress information for assistance. If you have questions, please contact the Helpdesk.

ACCESS ID: 123456
SYSTEM PHONE NUMBER: 847-428-1012
WEBSITE: http://subcall.d300.org
HR/HELPDESK NUMBER: 847-551-8490

Once you have initiated your SmartFind account you will be able to update your availability dates, and the locations and classifications you are willing to service.

**Please visit the D300 Sub Station (http://www.d300.org/node/730) for information on activating your D300 email account and document self-serve for electronic pay stubs. For assistance with email/document self-serve activation, please contact the IT Helpdesk at 847-551-8411.**
Q. I am fluent in another language (other than English). Does HR need to know that?

A. Yes! If you have not indicated that information in your online application, please email Carisa Lopez or Karin Lyon in HR which language you can fluently speak.
Q. What is considered a full-day teaching assignment?

A. 4 hours or more = full day (1.0)
   Less than 4 hours = half day (0.5)
Q. What if I get a call for an assignment after it has started?

A. You may take the assignment, but make sure to contact the building to let them know when you will be arriving.

**Under normal circumstances, the expectation is to arrive 10-15 minutes prior to the assignment start time to ensure you have enough time to get settled.**
Q. What if I need to cancel an assignment?

A. You have up until 4 hours before the assignment starts to cancel it through the system. Contact the building and/or HR to cancel an assignment less than 4 hours before the job starts.
Q. A teacher tried to request me for an assignment but the system said I was unavailable when I was available. What happened?

A. Most likely you are missing one of the following:

- Teacher’s job classification
- Teacher’s location
- Schedule issue - you either have that date as unavailable in your schedule profile or have already accepted another job on that date.
- Certification has expired - verify you have provided HR with your current Sub/PEL license renewal date from ISBE
Q. If I decline a job will I receive any more calls for that day?

A. Yes. You are allowed to decline 5 times in one day for a job on that current day before the system stops calling you for that day only.
Q. When I receive a call on my cell phone and enter Access ID, the system keeps telling me “invalid.” I am entering the correct number. What’s happening?

A. Either: 1) Your phone is not correctly reading the numbers being entered on your cell phone. Contact your cell phone provider. Or, 2) If you do not have a smartphone, the Dual Tone Multi-Frequency (DTMF) setting is set too short. This setting can be found in the Settings or Set-Up menu on some phones.
School Closing Information

• When there is a school closure:
  • All scheduled assignments will be cancelled for that day

• When there is a delayed start:
  • Assignments beginning at the start of school will be delayed by the amount of time determined by the Superintendent
  • Note: Long term substitutes should check with the building administrator if this situation should occur.

Contact information for school closings:
• www.d300.org
• District 300 Administration Building (847-551-8300)
• Local news outlets
Removal From Substitute Roster

- Written request by substitute
- Submit to HR at any time
- Signature/date required
- Request will be processed upon receipt
Removal From Substitute Roster

• **Do Not Call Request**
  • Submitted by building Administrators
  • Performance based
  • Substitute will be notified after each request
  • Accumulation of three requests will lead to removal from the roster
Removal From Substitute Roster

PLEASE NOTE:
At his discretion, the Director of Human Resources may, at any time, remove a substitute from the active roster.
**Helpful Hints**

- **Unavailable Dates**
  - If you are unavailable on certain dates, be sure to enter the information in SmartFindExpress.
  - Makes calling process more efficient.

- **Update your profile**
  - Make yourself available for positions you are willing to accept, not just your preferences.
  - Make sure your callback number is current.
  - Check your schedule to make sure your availability is up-to-date.
Food Allergies & Students

- Elementary classroom teacher folders will contain those students in the classroom that have severe food or other potentially life threatening allergy.
- As part of the substitute folder there will be information on how to respond to an allergic reaction and how to contact the school nurse and/or office.
- A sign/notice will be placed on the door outside of the classroom indicating foods that are not permitted within the classroom.
- Students are not allowed to share food.
- Staff and students are to wash with soap and water after eating.
Food Allergies & Students

Signs and symptoms of an allergic reaction may include any of the following:

○ Mild Symptoms
  ● Mild Skin Reactions- Hives only in the areas of food contact, itching and swelling only around the face and lips.

○ Serious Symptoms
  ● SKIN – Widespread hives, flushing, swelling
  ● MOUTH – Swelling of the tongue
  ● THROAT – Itching, tightness in the throat, hoarseness, hacking cough
  ● STOMACH – Nausea, vomiting, cramps, diarrhea
  ● LUNGS – Repetitive coughing, wheezing, trouble breathing
  ● HEART – Rapid heart rate, lightheadedness and dizziness

CALL 9-911 IF EPINEPHRINE AUTO-INJECTOR IS ADMINISTERED OR IF ANY SERIOUS SYMPTOMS ARE NOTICED. THE SEVERITY OF SYMPTOMS CAN CHANGE QUICKLY.
Substitute Assistance

Questions/Concerns
HR General: 847-551-8490

Technology Help Desk - assistance with email/document self-service only:
847-551-8411
Thank you for attending!