



Substitute Employment Handbook

School Year 2021-2022

WELCOME TO LILA

Dear LILA Employee,

Thank you for being an important member of the Lakes International Language Academy staff. We are excited to have you support LILA's mission of preparing tomorrow's critical thinkers and global citizens through language acquisition and inquiry-driven study.

Reviewing this handbook is one of your responsibilities as a substitute employee at LILA along with abiding by the board policies available on the LILA website, MyLILA.org.

If we can be of help to you, please feel free to contact us.

Respectfully,

Kimberly Gallegos - Director of School Age / Pre-School Care
Absence Management Substitute Teacher Administrator
Email: kgallegos@mylila.org
Phone: 651-464-0771 x229

Tami Cummings - Director of Human Resources
Email: tcummings@mylila.org
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LILA - Campus Contacts

KINDER CENTER

121 11th Avenue SE, Forest Lake, MN 55025651-252-6729

Principal - Kathy Griebel651-464-0771, ext. 205

Health Office651-464-0771, ext. 403

MAIN CAMPUS

246 11th Ave SE, Forest Lake, MN 55025651-464-0771

Principal - Kathy Griebel651-464-0771, ext. 205

Dean of Students - Larry Dunnigan651-464-0771, ext. 227

Health Office651-464-0771, ext. 203

HEADWATERS CAMPUS

19850 Fenway Ave N, Forest Lake, MN 55025651-464-8989

Principal - Nancy Hawkinson651-464-8989, ext. 330

Dean of Students - Jennifer Richert651-464-8989, ext. 227

Health Office651-464-8989, ext. 303

Athletic Director - Jenni Muras651-464-8989, ext. 364

Substitute Positions and Rates of Pay

Hourly Positions	Hourly Rate
Explorer or Little Explorers Club Aide	\$12.00
Lunchroom Aide	\$12.00
Paraprofessional	\$13.50
Kinder Prep Assistant	\$13.50
Front Desk	\$15.00
Nurse	\$15.00
SpEd Paraprofessional	\$15.50

Teaching Positions	Half Day Rates 7:15 a.m. - 11:15 a.m. or 11:15 a.m. - 2:15 p.m.	Full Day Rates 7:15 a.m. - 2:15 p.m. (Includes 30 minutes of unpaid "non student time")
Regular Substitute Teacher - At the beginning of each month, Payroll will determine the number of days worked during the previous 90 school days, which will determine the substitute's daily rate for the following two pay periods.	1 - 15 Days = \$62.50 16 - 30 Days = \$65.00 31 - 45 Days = \$67.50 46+ Days = \$70.00	1 - 15 Days = \$125.00 16 - 30 Days = \$130.00 31 - 45 Days = \$135.00 46+ Days = \$140.00
Long Term Substitute Substitute is responsible for planning and preparation of class materials.	\$82.50	\$165.00

Miscellaneous Positions	Rates
Clock / Scorekeeper - Single Game	\$20.00 / Single Game
Clock / Scorekeeper - Double Header	\$30.00 / Double Header
Game Official	\$50.00 / Game

Schedule of Payments, Direct Deposit, Annual IRS Forms

Pay Dates:

Pay dates are on the 15th and the last day of each month except when the 15th or the last day falls on a weekend or on a holiday. In those cases, the pay date will be the workday before the weekend or holiday.

Pay Periods:

There are two pay periods each month.

Pay Period #1 - The first day of the month through the 15th of the month. Hours worked during the first pay period will be paid on the last pay date of the month.

- Example: Hours worked June 1 - June 15 will be paid on June 30.

Pay Period #2 - The 16th of the month through the last day of the month. Hours worked during the second pay period will be paid on the first pay date of the following month.

- Example: Hours worked during June 16 - June 30 will be paid on July 15.

Direct Deposit:

All employees will be asked to use direct deposit. Direct deposit forms will be provided during your new hire meeting.

Paychecks can be viewed and printed at LILA.greenemployee.com after each payroll. Employees must create an account using a personal email address.

W-2 and 1095 Forms:

Employees can choose to receive annual IRS forms, such as W-2s or 1095 forms at LILA.greenemployee.com.

If you have further questions related to payroll, please contact Allison Williams at 651-464-0771 x216.

Accepting a Position

Absence and Substitute Management



Sign In

ID:

Pin:

[Pin Reminder](#) [Login Problems](#)

LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

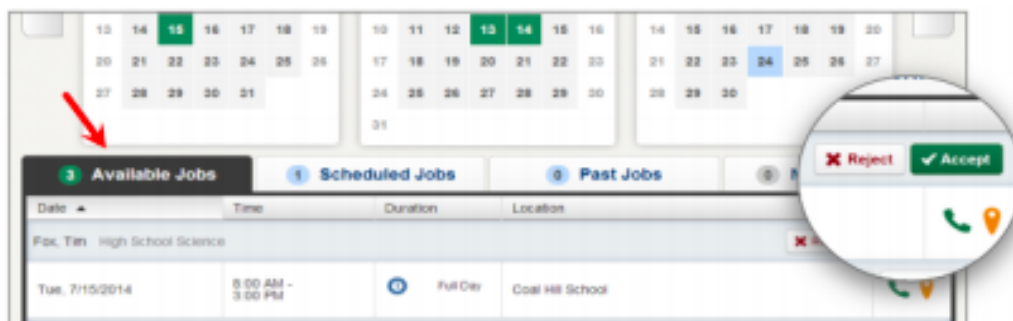
The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

SEARCHING FOR AVAILABLE JOBS

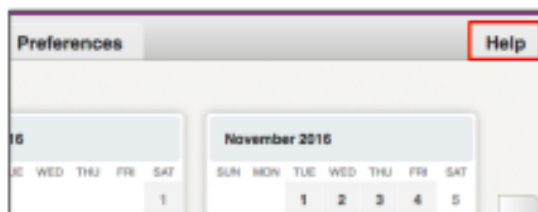
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.



Beginning and End of Day Checklist

Beginning of the Day:

- ☐ Check in with the Front Desk Attendant.
- ☐ Collect Substitute badge, substitute folder, and necessary equipment as determined by the Front Desk Attendant; computer, walkie talkie, etc.
- ☐ Sign and indicate arrive time on the Substitute Sign-In report. Ask with whom and where to report; classroom, Special Education meeting room, lunchroom, etc.
- ☐ Review Substitute Folder: Login info, emergency info, student health concerns, student plans, schedules, etc. (Substitute Teachers Only)
- ☐ Find and review the Red Emergency Folder located in each classroom.
- ☐ Substitutes should use time to review lesson plans, seating charts, and locate items needed for the day.

End of the Day:

- ☐ Follow Silent Dismissal instructions on page 9.
- ☐ Write a detailed note to the regular classroom teacher (Substitute Teachers only).
- ☐ Straighten the classroom.
- ☐ Return all school property to the Front Desk Attendant; badge, computer, walkie talkie, etc.
- ☐ Sign and indicate departure time on the Substitute Sign-In report.

Silent Dismissal Instructions

Silent Dismissal is the system LILA uses to determine the time and location for the departure of students.

Log in to Silent Dismissal

- **Domain** - lila.sdcs62.com
- **User ID** - Sub
- **Password** - Given to Substitute when they check in at Front Desk at the beginning of their shift.

Selecting a Classroom

- After accessing Silent Dismissal, the screen will present an amber message that reads: **Select a classroom to view dismissal information**
- Select from the menu **Set Up / Select Class**.
- Select the name of the teacher for whom you are substituting.
- Select **Home** from the top menu.

Dismissal Information

- When a substitute selects a teacher by name in the preceding step, the substitute is presented with the scope for the current day that corresponds to the scope created by the classroom teacher.

Departing Students

- Substitute teachers should use the **Depart** button for any student in his or her care who leaves the classroom for the listed reason.

Questions

- If you or parents have questions regarding Silent Dismissal or parents ask you to make adjustments to their child's transportation schedule, please ask them to contact **Laine Krohnke** at lkrohnke@mylila.org.

Suggestions for Managing Student Behavior

Consistency, respect, and a love of teaching children are essential to being a great teacher. Treat other staff members as you would wish to be treated. Treat our students as you would want someone to treat your children. For more information, please refer to policy **308: Student Discipline** or Please seek assistance from school administration.

Descriptive Requests

Use positive and descriptive requests (i.e. "Please sit in your chair facing forward and look at me" is better than "please pay attention.")

Start Request versus Direct Request

Positive requests for a student to start an Appropriate behavior are better than Negative requests for a student to stop Misbehavior (i.e., "Please start your math Assignment" versus "please stop arguing With me.")

Question Format versus Direct Request

The use of questions instead of direct Requests reduces compliance (i.e., "Would you please sit down? Is a less effective plan than "you need to sit down.")

Two Requests

It is better to give the same request only Twice than to give it several times.

Eye Contact

It is better to have eye contact when making a request.

Loudness of Request

It is better to make a request in a soft, firm voice rather than a loud voice.

Time

Give the student time to comply after giving a request (5 to 10 seconds).__ During this short interval, do not converse with the student; rather, look at the student, restate the request, and wait for compliance.

Distance

It is better to make a request from up close (3 feet) rather than from longer distances.

Neutral versus Emotional Requests

It is better to respond to behavior in calm and matter of fact way rather than to respond in an emotional way (i.e. yelling, giving ultimatums, etc.)

Reinforce Compliance

It is too easy to request a behavior from a student and then ignore the positive result. IF you want more compliance, genuinely reinforce it.

Suggestions for Substitute Teachers

Substitute Teacher Conduct: Substitute teachers serve as role models and are expected to maintain professional standards at all times. Following the Responsibilities of the Substitute Teacher outline below will ensure you will have a successful experience as a substitute teacher:

Following the Teacher's Lesson Plan

- Review regular teacher's lesson plans Follow the lesson plans as written! No free day!
- Identify seating chart and refer to it often
- Keep accurate absence records
- Follow established classroom procedures
- If there is not a lesson plan, contact the Front Desk or Frontline Absence Management System Administrator

Prevention

- Greet Students at the door
- Introduce yourself
- Arrive 15 minutes early - be prepared
- Write your name on the board
- Help students with assignments as needed
- Monitor students by walking around
- Be positive
- Immediately establish behavior expectations
- Get to know student names as quickly as possible
- Be respectful. Respect begets respect
- Get students working immediately
- Be fair and consistent
- Create realistic goals
- Smile
- Be organized!

Cautions

- Do not allow students in teacher's desk or files
- Make sure supplies are accounted for and put away
- Refrain from religious references
- Do not use candy or toys as rewards/use positive encouragement

Clear Rules and Expectations

- What do I want to see?
- Observable and measurable
- Short and positively statements
- Written and posted

Positive Consequences

- Be flexible
- Treat students with dignity and respect

Suggestions for Teaching - *Continued*

Alternative Plan

- Change the environment
- Direct requests
- Separate students as needed
- Subtle methods (proximity, eye contact, close proximity etc.)
- Use teacher's and/or school wide discipline procedures
- Avoid power struggles by not engaging in arguments
- Never use sarcasm or ridicule a student
- The use of corporal punishment is never allowed
- Always respect the student's personal space

Acknowledgements and Receipt - Fiscal Year 2021-2022

Lakes International Language Academy School Board Policies

102: Drug Free Workplace

202: Discipline of School District Employees

204: Background Checks

205: Employee Disability Nondiscrimination 504 Plan

210: Equal Employment Opportunity

214: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

216: Multicultural, Gender-Fair, Disability

218: Public and Private Data

230: Whistleblower Protection

234: Employee Computer Use

236: Anti-Nepotism

402: Controversial Issues

[Additional Employee and Student Policies](#)

Handbook Receipt

- ☐ I have received the Lakes International Substitute Employment Handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook. The school reserves the right to make modifications to the Substitute Employment Handbook during the school year, and will address unique situations as they arise.

At-Will Employment

- ☐ I understand and agree that nothing in the Substitute Employment Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Lakes International Language Academy is employment at-will, which may be terminated at the will of either Lakes International Language Academy or myself.

Substitute Employee's Signature

Substitute Employee's Name (Print)

Date