

# LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

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19871 West Fremont Road · Buckeye, AZ 85326 · Office (623) 474-6600 · Fax (623) 474-6629

*Cultivating curious, confident,  
problem solvers  
prepared for tomorrow.*

## **2020-2021**

## **GUEST TEACHER HANDBOOK**

JULY						
S	M	T	W	TH	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	



# LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

## 2020 - 2021 CALENDAR

JANUARY						
S	M	T	W	TH	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						

AUGUST						
S	M	T	W	TH	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					

First Day for Students	August 05
Teacher In-Service Day	September 04
Labor Day	September 07
Parent/Teacher Conf	Sept 30-Oct 01
40th Day	October 01
Early Release	October 02
Fall Break	October 05 - 09

FEBRUARY						
S	M	T	W	TH	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					

SEPTEMBER						
S	M	T	W	TH	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		

Veterans' Day	November 11
Thanksgiving Recess	November 25 - 27
Early Release	December 18
Winter Recess	Dec 21 - Jan 01

MARCH						
S	M	T	W	TH	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	

OCTOBER						
S	M	T	W	TH	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

School Resumes	January 04
Parent/Teacher Conf	January 13-14
Early Release	January 15
Martin Luther King, Jr. Day	January 18
100th Day	January 21

APRIL						
S	M	T	W	TH	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

NOVEMBER						
S	M	T	W	TH	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					

Teacher In-Service Day	February 12
Presidents' Day	February 15
Spring Break	March 08-12
Spring Holiday	April 02
Early Release	May 21
Last Day for Students	May 21

MAY						
S	M	T	W	TH	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					

DECEMBER						
S	M	T	W	TH	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	

<u>Trimesters End/Days</u>	
November 06	61 days
February 19	58 days
May 21	59 days
Total Instructional Days	178 days

JUNE						
S	M	T	W	TH	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		

First and Last days of School Year  
 No School

Students are dismissed early every Wednesday to provide time for teacher professional development.

Governing Board Approved 06/18/2018

Governing Board Approved/Revised 03/16/2020

# WELCOME

The Vision for our school district is very clear. We exist to cultivate curious, confident problem solvers prepared for tomorrow. Our guest teachers play a vital role in the ability of all of our stakeholders to steadily work to fulfill the vision set forth. As a valuable asset to our work, you should know that your commitment to serving the students and staff of Liberty Elementary School District provides our schools with a resource for continued growth and consistent development.

As a school district we hold excellence, integrity, equity, collaboration, grit, and innovation in the highest of regard, as these values drive our decision making. Our guest teachers share in our values and take pride in the critical job they do every day.

The role of a guest teacher assumes some inherently difficult traits. Assignments are unpredictable, ever evolving content and expectations to meet standards can be trying, and the time in which services are needed aren't always consistent. With all of that, the impact that guest teachers have far outweigh the perceived negatives of the job. Our goal is to support you so that you aren't simply a guest teacher; rather a part of a school community and an invaluable resource to countless numbers of students.

Continuity of instruction, maintaining standards of discipline, and building positive relationships are the foundations upon which we build our guest teacher program.

This handbook is designed to explain district policies and procedures and to answer some of your general questions. This handbook will also guide you through utilizing SmartFind Express by eSchool Solutions, our district wide automated absent reporting/guest teacher management system. Do not hesitate to ask the office staff questions or call upon us whenever assistance is needed. I want your experience to be a rewarding one.

## **GENERAL SCHOOL INFORMATION**

<b>SCHOOL/ADDRESS</b>	<b>ADMINISTRATOR/EMAIL</b>	<b>PHONE NUMBER</b>
<b>ESTRELLA MOUNTAIN ELEMENTARY SCHOOL</b> 10301 South San Miguel Goodyear, AZ 85338	Ms. Lynzee Booras, Principal <a href="mailto:lbooras@liberty25.org">lbooras@liberty25.org</a> Minnie Kamarata, Office Manager <a href="mailto:mkamarata@liberty25.org">mkamarata@liberty25.org</a>	623.327.2820 Fax: 623.327.2829
<b>FREEDOM ELEMENTARY SCHOOL</b> 22150 West Sundance Parkway South Buckeye, AZ 85326	Ms. Toni Reynolds, Principal <a href="mailto:treynolds@liberty25.org">treynolds@liberty25.org</a> Mr. Loren Velasquez, Assistant Principal <a href="mailto:lvelasquez@liberty25.org">lvelasquez@liberty25.org</a> Kristal Yates, Office Manager <a href="mailto:kyates@liberty25.org">kyates@liberty25.org</a>	623.327.2850 Fax: 623.327.2859
<b>LAS BRISAS ACADEMY</b> 18211 West Las Brisas Drive Goodyear, AZ 85338	Mr. Tim Dickey, Principal <a href="mailto:tdickey@liberty25.org">tdickey@liberty25.org</a> Liliana Madsen, Office Manager <a href="mailto:mkarafa@liberty25.org">mkarafa@liberty25.org</a>	623.327.2860 Fax: 623.327.2869
<b>LIBERTY ELEMENTARY SCHOOL</b> 19818 West Highway 85 Buckeye, AZ 85326-9258	Ms. Jennifer Gray, Principal <a href="mailto:jgray@liberty25.org">jgray@liberty25.org</a> Ms. Sara Schaefer, Assistant Principal <a href="mailto:sschaefer@liberty25.org">sschaefer@liberty25.org</a> Diana Carlos, Office Manager <a href="mailto:lshea@liberty25.org">lshea@liberty25.org</a>	623.327.2810 Fax: 623.327.2819
<b>RAINBOW VALLEY ELEMENTARY SCHOOL</b> 19716 West Narramore Buckeye, AZ 85326	Dr. Samantha Bartlett, Principal <a href="mailto:tmatteson@liberty25.org">tmatteson@liberty25.org</a> Mr. Loren Velasquez, Assistant Principal <a href="mailto:lvelasquez@liberty25.org">lvelasquez@liberty25.org</a> Kathy Roberts, Office Manager <a href="mailto:kroberts@liberty25.org">kroberts@liberty25.org</a>	623.327.2830 Fax: 623.327.2839
<b>WESTAR ELEMENTARY SCHOOL</b> 17777 West Westar Drive Goodyear, AZ 85338	Mr. Dave Bogart, Principal <a href="mailto:dbogart@liberty25.org">dbogart@liberty25.org</a> Ms. Sara Schaefer, Assistant Principal <a href="mailto:sschaefer@liberty25.org">sschaefer@liberty25.org</a> Cameo Kirby, Office Manager <a href="mailto:ckirby@liberty25.org">ckirby@liberty25.org</a>	623.327.2840 Fax: 623.327.2849

## **SCHOOL SITE BELL SCHEDULES**

<b>SCHOOL</b>	<b>Normal Day</b>		<b>Wednesday</b>	<b>P/T Conferences</b>
	<b>START</b>	<b>END</b>	<b>Early Release</b>	<b>Early Release</b>
Estrella Mountain Elementary School	7:40 AM	2:40 PM	12:40 PM	12:40 PM
Freedom Elementary School	8:30 AM	3:30 PM	1:30 PM	1:30 PM
Las Brisas Academy	8:30 AM	3:30 PM	1:30 PM	1:30 PM
Liberty Elementary School	7:30 AM	2:30 PM	12:30 PM	12:30 PM
Rainbow Valley Elementary School	8:30 AM	3:30 PM	1:30 PM	1:30 PM
Westar Elementary School	7:40 AM	2:40 PM	12:40PM	12:40 PM

## **GUEST TEACHER CREDENTIALS**

### ***Guest Teacher Certification K-12***

The certificate entitles the holder to be a guest teacher in the temporary absence of a regular contract teacher. An individual who holds a valid Arizona Teaching or Administrator Certificate shall not be required to hold a guest teacher certificate to be employed as a guest teacher.

The individual holding only a guest teacher certificate shall not be assigned a contract teaching position and shall be limited to 120 days of guest teaching in the same school each school year. Guest teaching may not be used to waive the student teaching practicum.

All requirements for the guest teacher certificate must be met. Certificate is valid for six years and renewable by reapplication. Fees are not refundable.

- A Bachelor's degree from an accredited institution. Official transcript(s) required.
- A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
- Completed request form with a money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE). Cash will not be accepted.

### ***Emergency Guest Teacher Certification***

The certificate is valid for one school year or part thereof and expires on the following July 1. The certificate entitles the holder to guest teacher only in the district that verifies an emergency employment situation exists and in the temporary absence of a regular contract teacher. The individual holding only an emergency guest teacher certificate shall not be assigned a contract teaching position and shall be limited to 120 days of guest teaching per school year.

All requirements for initial issuance of Emergency Guest Teacher Certificate must be met :

1. Associate's Degree, High School Diploma, GED, official high school transcripts with diploma posted or official university college transcripts with posted high school graduation date.
2. The Request Form for Issue of Emergency Guest Teacher Certificate signed by the school district Superintendent verifying an emergency situation exists.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
4. Completed request form with a \$60 money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE), Cash will not be accepted.

Requirements for re-issuance of the Emergency Guest Teacher Certificate are:

1. Official transcripts showing 2 semester hours of academic courses completed since the last issuance of the Emergency Guest Teacher Certificate. District in-service programs designed for professional development may be used for guest teacher academic courses. 30 clock hours of in-service is equivalent to the 2 semester hours needed for re-issuance. The district superintendent or personnel director shall verify in-service hours. Individuals who have earned 30 or more semester hours are exempt from this requirement.
2. The request form for Issue of Emergency Guest Teacher Certificate signed by the school district superintendent.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
4. Completed request form with a \$60 money order, cashiers check or personal check ONLY, made payable to the Arizona Department of Education (ADE). Cash will not be accepted.

## **PROCEDURAL EXPECTATIONS**

The following guidelines are intended to serve as a set of common expectations to be carried out by our guest teachers.

- School hours for guest teachers:
  - Arrival time is 30 minutes prior to the start of school as outlined in the site bell schedules listed above.
  - Departure time is a minimum of 15 minutes after school dismissal.
  - Any deviations from this must have prior approval from the school principal or his/her office manager or from the guest teacher coordinator.
- Reporting requirements:
  - Guest Teacher ID badge should be visible at all times while on campus. The ID badge remains the property of the Liberty School District. If you have lost or damaged your ID Badge, please call the Human Resource Department for a new badge.
  - The guest teacher should report to the front office upon arrival at the assigned school and fill out a timesheet.
  - At the end of the day, you will also report back to the office to sign out on your timesheet.
  - Return any possession of the school district including but not limited to classroom key and guest teacher folder.
- Dress code
  - Professional appearance is required, however suits and ties are not expected.
  - It is recommended that you wear closed toed shoes.
  - Jeans are allowed on Fridays only. Skirts must be measured no shorter than 2 inches above the knee. No shorts, tank tops, spaghetti straps, crop-tops, or low cut tops allowed. No T-shirts are allowed, however, nice collarless shirts are acceptable. If you are subbing for PE, shorts, sweats, workout clothing is acceptable.
- Payroll
  - All timesheets will be sent over to the district office for payroll processing by the school(s) that you have worked at. You should: keep your own records of the days that you worked should you have any concerns regarding your paycheck,
  - Paychecks will be mailed to you, or arrangements can be made for pickup. Arrangements can also be made for direct deposit by calling the Human Resource Dept. Lisa Marshel is the contact person at the district office to arrange for pickup or any payroll, paycheck questions. She can be reached at LMarshel@liberty25.org or 623-474-6615.

## **DUTIES AND RESPONSIBILITIES**

- Duties and responsibilities:
  - The guest teacher will be expected to assume responsibility for the duties of the regular classroom teacher, such as playground supervision, morning duty, lunch duty, etc. This information can be found in your lesson plans for the day or with the front office staff.
  - The guest teacher is encouraged to preserve the regular routine of the classroom. It is very important that the daily class schedule and lesson plans provided by the regular teacher be followed.
  - It is a good practice to leave the classroom as clean as or cleaner than when you arrived.
  - Firm, fair treatment of all students combined with explicit directions and explanation will minimize disciplinary problems.
  - A classroom/student(s) shall never be left unattended.
  - Guest teachers shall adhere to all matters of confidentiality regarding schools, staff and students.
  - Areas of concern specific to instructional procedures, discipline procedures, or any other observation, suggestion, or criticism of school operations should be made directly to the school principal or his/her office manager.
  - Guest teachers should refrain from making comments comparing one school with another, one class with another, or one student with another.

The guest teacher assignments will be monitored on a quarterly basis. It will be imperative that you notify the human resources department as soon as possible if you will not be available for an extended period of time (month or more). **Please be aware that if you are not accepting assignments regularly, you may be removed from the guest teacher pool. A minimum of 10 assignments must be fulfilled in each school year to remain an active guest teacher in our district.**

Guest teachers are not eligible for part-time or full-time benefits offered by the Liberty Elementary School District. Guest teachers are covered under Workers Compensation Insurance for injuries occurring while completing any normal school duties.

- Rate of pay:

Standard Daily Rate: \$100/day - Days served 1-15

Standard Daily Rate: \$110/day - Days served above 15

Long-Term Daily Rate: \$125/day - 10 consecutive days

Certified Long-Term Subs (Prior to July 1, 2019) - \$174/day

Certified Long-Term Subs (Hired after July 1, 2019) - \$150/day

Half Day Rate: \$50 - 4 hours or less

Full Day Rate \$100 - Anything over 4 hours

Governing Board Approved: December 14, 2020



## **SMARTFIND EXPRESS**

The Liberty District utilizes an automated absence reporting and guest teacher management system. SmartFind Express is a technology solution that integrates database records with telephone Interactive Voice Response (IVR) and browser-based technology. SmartFind Express automates the absence entry process and the guest teacher search and job assignment.

SmartFind Express selects guest teachers to fill absences and places calls to those guest teachers during the specified call out times. Guest teachers can also call into the system or use their computer to search for available jobs. SmartFind Express can be accessed 24 hours a day, 7 days a week

### **Accessing SmartFind Express - online**

- Internet Browser Access/Signing in:
  - Open your internet browser and access the SmartFind Express site
  - The site can be found at: [libertysfe.eschoolsolutions.com](http://libertysfe.eschoolsolutions.com)
- Quick Link
  - [www.liberty25.org](http://www.liberty25.org)
  - Select the "For Staff" tab
  - Select Subfinder
- The SmartFind Express landing page:
  - User ID/Access ID: 25 and your 6 digit birth date (25mmddyy)
  - Password: Liberty25 - (Please change after initial login)
  - First time logging in you will be prompted to call 1-800-308-9987
  - Pin: 6 digit birth date (mmddyy)

### **Guest Teacher Home Page**

After a successful login, the home page is displayed.

- Schedule: Allows you to review, add, or delete your permanent daily availability and "Do Not Call" information.
- Available Jobs: Allows you to search for and accept available jobs
- Review Assignments: Allows you to manage your search for assignments and cancel assignments if the job is within 60 minutes of the start time
- Profile: Allows you to review and modify profile information.
  - General - Indicate the days of the week that you are available to work or not available to be called. Each day of the week can have a different availability time or "Do Not Call" time.
  - Temporary Do Not Call - Call back number must include the long distance indicator and area code for the system to call from the location where the system is located. (1 + area code + your phone number - no dashes)
  - Classifications - Allows you to review the classifications you are currently set up with.
  - Locations - Allows you to review the locations you are currently set up with.
  - Unavailable dates - allows you to view, modify, add, and delete unavailability dates. These dates are temporary periods for when you are not available for work.
- Help: Provides training information including a guest teacher User Guide and information videos.

**IMPORTANT NOTE:** If you accept a job that is for a specials subject (Art, Music, P.E., Computer, Library) and the district has a guest teacher shortage, you may be asked to move from your scheduled specials and placed in a regular classroom. If you accept an assignment that is a Specials, you must be willing to possibly be placed in any grade level if the need arises.



- Accepting a Job: To accept a job, click the “Accept Job” button. The Available Jobs Confirmation screen is displayed. The system makes a final check to verify that the job was not assigned while you were online. If it determines that a guest teacher is in the process of accepting the job on the IVR, the job will not be assigned to you online. A system message will display the reason that the job cannot be assigned. If the job assignment is successful, a job number is displayed. The job number is the official notification that the job was successfully assigned.
- Declining a Job: Click to decline the job. A message indicating that the "decline" was successful is displayed on the available jobs screen. You will want to click "decline" on any and all jobs that you will not be available for, or would choose not to accept due to location or classification. You will not be asked to put in a reason for declining any position. This will ensure that the system does not call you for it during regular call out times.
- Reviewing Assignments: Use this function to list all your assignments, search for assignments past, present and future by date range, and search for assignments by job number. Job assignments can be displayed in List or Calendar format. Once the list of assignments is displayed, you can view the job details. Assignments can be cancelled from the Review Assignment Detail screen. Dates for the search can be any date in the past, present, or future. Cancelled jobs are optionally displayed. Click Search after entering your search criteria to display the list of assignments. The list is displayed in descending date order.
- Displaying Jobs in Calendar Format: Use this function to list all your assignments, search for assignments past, present and future by date range, and search for assignments by job number. Job assignments can be displayed in List or Calendar format. Once the list of assignments is displayed, you can view the job details.
- Cancelling Assignments: An assignment can be cancelled if the time window for allowing cancellation has not been exceeded. The time window is 2 hours prior to the start of the assignment. The reason for canceling must be selected from the pull-down first before clicking the *Cancel Assignment* button. Once this button is pressed, the assignment is cancelled and becomes reopened for other subs to be assigned.

**Accessing SmartFind Express - phone Interactive Voice Response (IVR) - Telephone Access**  
1-800-308-9987

The morning system call out times start at 4:00am Monday through Friday. The evening and Sunday callout times are from 5:00pm to 9:00pm.

Your Access ID and Password are used for all interactions with the system and should never be used by anyone else. To register, follow these steps:

1. Call the main system number.
2. Enter your Access ID, followed by the star (\*) key,
3. Enter your PIN, followed by the star (\*) key.
4. If there has been no voice recording of your name, you are asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
5. Finally, you will hear the telephone number that the system will call you. You can modify this number.

From the main menu, select one of the following choices:

- Review or Cancel Assignments: Information played about the job includes the absent employee's name, location, classification, dates, and times of the job and special instructions. Current and future jobs are played in job number order. There is no option to hear past assignments. After each job is played, you may be allowed to cancel the job. When cancelling a job, you will be asked to enter a reason for canceling the assignment from a list of cancellation reasons. Canceling an assignment on the day of the job may result in being disqualified from being offered other jobs for that day.
- Hear Available Jobs: You will be able to listen to available jobs. The number of jobs played depends on how many are available to hear at that time. During morning callout times only jobs for today are played.
- Review or Modify Callback (telephone) number: The number currently in your profile is played. Enter all digits that will be required to call you from the location of the system. Be sure to include a 1 and the area code and your number
- Review or Modify Temporary Do not Call Time: You can enter a time that the system can resume calling you.
- Review or Modify Unavailability Dates: Your current and future unavailability dates are played in start date order. You are not offered jobs that occur during this period through the IVR. The unavailability period does not restrict you from calling the system and hearing jobs for any date or accessing the system via the web. During your unavailability times you can be specified by a teacher reporting an absence. The system will not call you due to your marked unavailability, but you will be able to call in or view it on the web.
- Review or Modify Daily Availability: Your menu choices are: Things to review or delete time periods you are available to work, to enter a new time period you are available to work, to review or delete a time period you do not want to receive calls, to enter a new time period that you do not want to receive calls. When entering a time period, you will be asked to choose the days of the week and the times.
- Change PIN and Name Recording. Note: Do not change your PIN at any time. The district issues Access ID's and PINS and they should remain unchanged.

Call-out guest teachers are the only users who are called and offered jobs. The system may also call to inform a guest teacher of an assignment cancellation. When called, the guest teacher can:

- Press the star (\*) key for the system to wait up to 2 minutes. When the system calls, if someone else answers the telephone and has to locate you or you have to locate your login information, the system can be told to wait for approximately two minutes. If, at that time no Access ID is entered, the system will disconnect and record that the result of the call was a no answer. To access **the system** Enter your Access ID and PIN, both followed by the star (\*) key.

## **Job Offers**

When the system calls you about an open job, the job information will play, including the absent employee's name, the location, the classification, and the dates and times of the job. Also, if special instructions were recorded for the job, they will be played to you. You must accept or decline the assignment.

Assignment Cancellation: guest teacher cancelled assignment notification calls are made once an hour during callout periods. The details of the cancelled job are played. You will automatically be made available for other jobs during the time period that was held by the now canceled job.

## **CONTACT INFORMATION**

### ***Change of Information***

If your address or telephone number changes from what the district office has on file, please notify our human resources department at 623-474-6620 to update any changes. If you no longer wish to be on our active guest teacher list, please notify Maleah Collins in Support Services via email to be deactivated. (mcollins@liberty25.org)

### ***District Contacts***

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Maleah Collins	Guest Teacher Coordinator	623-474-6620	djackson@liberty25.org
Lisa Marshel	Payroll Specialist	623-474-6615	lmarshel@liberty25.org
Karina Matsuura	HR Generalist	623-474-6621	kmatsuura@liberty25.org
Judy Artos	HR Generalist	623-474-6626	jartos@liberty25.org
Jason Nuttall	Assistant Superintendent of Support Services	623-474-6600	jnutall@liberty25.org