



Humboldt County Substitute Consortium Handbook

H u m a n R e s o u r c e s



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Welcome Aboard!

Welcome to the HCOE Substitute Consortium! We are pleased to have you join our team of dedicated educators who play a critical role in ensuring the continuity of educational services in our partnering school districts and charter schools.

The HCOE Substitute Consortium is a collaborative partnership between the Humboldt County Office of Education and local school districts and charter schools. Our goal is to streamline the process of substitute teacher recruitment, credentialing, and placement, ensuring that qualified educators are available when needed.

By joining our consortium, you gain access to a centralized database of employment opportunities across multiple districts and charter schools. This centralized system mitigates the need for duplicative paperwork, as your employment requirements are met once, facilitating easier placement across participating institutions.

As a member of the HCOE Substitute Consortium, you will have access to professional development opportunities, resources, and support services provided by the County Office of Education. These resources are designed to enhance your skills, knowledge, and effectiveness as a substitute educator.

The HCOE Substitute Consortium is committed to supporting student success by ensuring that highly qualified and dedicated substitutes are available to maintain the continuity of educational services. Your role as a substitute is crucial in providing a consistent and enriching learning environment for our students.

We are excited to have you as part of our team and look forward to working with you to support the educational needs of our community.

HCOE Equity Statement

HCOE is committed to equity, diversity, inclusion and belonging. We believe that the circumstances children are born into should not predict their access to the resources and rigor necessary for success. We strive to create a work environment and schools that cultivate a sense of belonging; grounded in safety, dignity, and respect. We are committed to building a culture of connectedness, allowing us to grow and learn better together.

We see and celebrate the range of human differences as a source of strength. We welcome the unique contributions that each person brings. We recognize that inequitable systemic barriers exist, and that our work, individually and collectively, is to eliminate these opportunity gaps that result in disparate educational outcomes for our most vulnerable students. We accept that our equity work is a journey and not a destination.

HCOE Pillars of Organizational Excellence

We Strive for Outstanding Service. Our educational community and partners access our services and recommend them to others. Programs and services are relevant and impactful. Our daily efforts are responsive, aligned, and consistent to those we serve using evidence to guide our decisions.

We Develop Our People and Culture. We respect our people and value their individual experience and perspective. Each member of our team is empowered and supported to grow professionally. We prioritize time to build trust, collaborate, learn, and contribute to a positive workplace.

We Maximize the Impact of our Resources. We build internal capacity to understand needs and stakeholder feedback. All staff work to align resources (people, money, time), and the impact of their efforts to improve efficiency and sustain value for those we serve.

We Prepare Students for their Preferred Future. All children and youth know they are cared for and belong. They are capable, supported, on track, and demonstrate positive relationships and aligned behavior. Our students grow in their independence. They learn to access and use community resources to advance their financial, social, emotional, vocational, military, and/or education transitions.

About our Programs

The Humboldt County Office of Education (HCOE) offers a wide range of programs and services to support students throughout the county.

Special Education

HCOE provides special education instruction and services for students with disabilities from birth through age 22. These services are provided to students with significant needs that cannot be met by the programs in their local school districts. Students in HCOE's special education programs have an Individualized Education Plan (IEP) that outlines their educational goals and tracks their progress. Special education classes are located at various school sites across the county with HCOE staff working collaboratively with each local district to support their special education programs.

Juvenile Court and Community Schools

The Juvenile Court and Community Schools (JCCS) program serves students by providing educational alternative learning environments. This allows students the opportunity to develop academic competencies in the core subjects of English/Language Arts, Mathematics, Social Science, and Science. The program also emphasizes life management skills, vocational training, and work experience. The Office of Education also provides instructional services for students at the Humboldt County Juvenile Detention Facility. HCOE offers support services for homeless and foster youth as well.

College and Career Readiness

HCOE provides robust leadership and support to the county's 31 school districts to prepare students for college and career success after high school graduation. The College and Career Readiness team offers comprehensive professional development opportunities for teachers, counselors, and administrators on integrating rigorous academic standards, career technical education pathways, and real-world learning experiences into the K-12 curriculum.

Conditions of Employment

To qualify to work as a substitute teacher through the HCOE substitute consortium, applicants must meet the following requirements:

Employment Status

It is important for you to understand that each school district and county office are considered separate employers. Therefore, you must meet the requirements of each employer for whom you work. Additionally, each school district has its own policies that may differ from those of the Humboldt County Office of Education. Please inform yourself of the policies for each school employer. Your status as a substitute teacher is considered “at-will”, meaning your employment may be ended with or without cause by the employer.

Credentialing

Candidates must hold a valid California teaching credential or qualify for an emergency 30-day substitute teaching permit issued by the county office. Those with an expired credential must renew it before being approved to substitute through the HCOE substitute consortium.

Background Check

Education Code 45125 requires each California public school employee to be fingerprinted, and a criminal background clearance received by the employing school district, prior to new employees rendering paid service. HCOE has an agreement with each school district so that the consortium holds the fingerprints status for all substitutes and cannot employ any applicant with a disqualifying criminal record.

Tuberculosis (TB) Test

California law requires that school staff including substitute be free of tuberculosis (TB) disease. Enacted AB 1667 and SB 1038 require a TB risk assessment be administered and if risk factors are identified a TB test and possibly an examination be performed by a health care provider. The test results are valid for 4 years.

M a n d a t e d T r a i n i n g s

HCOE consortium requires substitute teachers to complete annual trainings on certain mandatory topics, such as:

- Mandated Reporter: Child Abuse and Neglect (full course)
- Sexual harassment prevention training (every two years)
- Blood-borne Pathogen Exposure Prevention training
- Injury and Illness Prevention Program (IIPP)
- IPM for Teachers and Office Staff
- Students Experiencing Homelessness
- Youth Suicide: Awareness, Prevention, and Postvention

These trainings must be completed through HCOE's online Keenan training system prior to beginning substitute assignments each school year. Instructions will be provided at the substitute consortium orientation.

J o i n i n g t h e H C O E C o n s o r t i u m

Candidates who meet the requirements must attend one of the monthly substitute consortium orientations (except June, July, and December), and comply with the following:

- Complete the HCOE application and onboarding packet available at the orientation
- Provide proof of identification and verification of ability to work in the U.S.
- Certificated substitutes must provide credential documentation such as a 30-day substitute permit
- Classified substitutes must provide proof of passage of the paraprofessional examination offered by HCOE or completion of 48 semester units of college
- Clear background check and TB assessment
- Complete mandated training through the Keenan system
- Per AB2534, certificated substitutes will need to list any schools that they have previously worked for in any certificated capacity. HCOE will contact these schools to determine any egregious misconduct.

Once approved, substitutes will be placed on a list which is shared with the districts and charter schools which are part of the consortium.

Substitute Responsibilities & Expectations

When working as a substitute teacher through HCOE's program, you are considered a temporary staff member representing the HCOE Substitute Consortium. As such, you are expected to conduct yourself professionally and provide consistent, quality instructional services by:

- Arriving early to each substitute assignment
- Checking in at the school site office to complete any sign-in procedures and receive keys, schedules, bulletins etc.
- Reviewing the classroom teacher's lesson plans and schedule for the day
- Teaching the lesson plans provided or, if no plans, creating and following your own appropriate lessons
- Maintaining a productive student learning environment through established classroom management and disciplinary practices
- Complying with all school site and district procedures, policies, curriculum, etc.
- Following directives provided by the school administration and staff
- Dressing professionally in accordance with school/district dress code policies
- Refraining from use of cell phones for personal calls/texting during instructional periods
- Leaving a summary of the lessons covered and any incidents for the classroom teacher
- Checking out properly at the end of the day by returning keys, completing any sign-out procedures, etc.
- Substitutes are responsible for notifying HCOE of any name, address, phone number, or email address changes.

Legal Responsibilities

It is important for you to be aware of your legal responsibilities in the classroom. It is advised for substitutes to take the initiative to learn the specifics required of them by the districts they work for.

- Maintain a professional standard when it comes to the supervision and safety of students.
- Protect confidentiality of all student information and records
- Ensure that students are not allowed to leave the school during the day without express consent from the office.
- Ensure that only the school nurse or other health personnel administer medication.

Emergency and Evacuation Procedures

This is not a comprehensive list that will apply to each site. Check in with your site lead for information pertaining to exits, class lists, and procedures for that location.

- Ask the district office for information about emergency action plans and protocol. Find information or what to do in the events of fires, floods, earthquakes, bomb threats, etc.
- If you hear a fire alarm or message on the intercom, instruct students to leave quickly and quietly in a single file line in the direction of the designated door/exit.
- Procure the emergency backpack if available on the way out. After evacuating the building, use the class list to account for all students.

Removal from Substitute Consortium

The Humboldt County Office of Education strives to maintain a pool of qualified, reliable substitutes to best serve our local school districts. In order to achieve this goal, HCOE reserves the authority to remove any substitute from the approved pool if the individual's performance or conduct fails to uphold HCOE's standards and reasonable expectations, or for any other justifiable cause as determined by HCOE administration. Potential causes for removal include but are not limited to:

- Excessive assignment cancellations or "no show" incidents
- Reports of misconduct or inappropriate behavior while on assignment
- Failure to follow provided lesson plans or carry out expected duties
- Inability to maintain an effective instructional environment or control of the classroom
- Inappropriate disciplinary actions or failure to follow discipline protocols
- Complaints from students, parents, staff regarding the substitute's performance
- Failure to comply with school and district rules, procedures, and directives
- Neglect of duties, insubordination or unprofessional conduct

Student Confidentiality

The Humboldt County Office of Education expects all employees to maintain student information confidentially.

Pupil records are protected by the Federal Family Educational Rights and Privacy Act of 1974 ("FERPA", 20 U.S.C. Section 1232) and the California Pupil Records Act (Education Code Sections 49060-49078). Disclosure of information that an employee learns from a student's record is in violation of both State and Federal law.

Payroll & Compensation

Substitutes receive compensation directly from the district or charter school they are working for; therefore, there may be multiple checks if a substitute works at more than one district or charter school during that pay period.

All Humboldt County districts, and charter schools work on a monthly pay period system; compensation is typically issued on the last business day of each month but may vary. Please see the rate of pay sheet located on pages 17-18 for more information.

Timesheet Procedures

Substitutes must complete and turn in timesheets for each district or charter school that they work for. If timesheets are not provided in a timely manner, you will not be paid. It is recommended that you ask each site about when and where to turn in timesheets.

Pay Rates

Substitute teacher pay rates are varied and are based on the district or charter school. Please look at the rate of pay sheet located on pages 17-18 for more information.

Sick Pay Accrual

Substitutes who work for at least 30 days for the same district or charter school within a year in California can begin accruing 1 hour of sick leave for every 30 hours worked, up to a maximum of 5 days in one year.

Sick Pay Use

Any sick leave earned is specific to that district or charter school. Sick pay may be used for substitutes who accept a shift from a school and are no longer able to work the accepted shift due to an illness. It is advised to check in with the site for specific questions regarding sick pay.

Accident Reporting & Workers' Compensation

If you feel you have experienced a work-related injury, you will need to report it to the site secretary, site supervisor, and/or principal. Once reported to the school site staff you will need to make a report with Company Nurse at 1-833-469-1879. If your injury is life-threatening please proceed to the emergency room.

Reasonable Assurance Letter

All substitutes currently active on the consortium list will be sent an annual Reasonable Assurance letter. This letter must be completed, signed and returned to the district who sent the notice by the deadline date printed on the letter to remain with that respective district. These are usually sent in the spring. Please monitor your email in case they are emailed.

Assignment Procedures through Frontline/Aesop

Substitute teacher assignments at participating districts and charter schools will be posted and accepted through the Frontline/Aesop absence management system. The Frontline system is available to substitutes 24/7 through an online portal and phone line. Each district handles their own system in Frontline individually, and substitutes are entered separately for each district that uses this system.

FRONTLINE ABSENCE MANAGEMENT

Logging into Frontline

Once entered into Frontline by a district, an invite link is emailed out to the substitute. This email includes the PIN to access jobs through the automated phone system, as well as a link that will allow the substitute to create a Frontline ID to login and use the website and smartphone application to view and accept jobs for that district.

Reviewing Assignment Details

Within Frontline, substitutes can view and accept assignments that fit their credentials, preferences, and availability. Assignment details may include:

- District and school site
- Classroom teacher's name
- Start and end times
- Grade level and/or subjects
- Assignment duration (single day or multi-day)
- Special instructions/notes provided by the teacher
- Job ID number for that assignment

Accepting Assignments

Substitutes can accept assignments easily through Frontline through the online portal after logging in, the smartphone application, or through the automated phone system. For phone assignments, you will need to use your PIN number and follow the prompts.

Once you accept an assignment through Frontline, the details will appear in your Frontline calendar. Be sure to note the start and end times, location, and any special notes or schedule changes. Accepted assignments are considered confirmed commitments.

Preferences & Availability

Within the Frontline system, substitutes can:

- Select preferential school sites/districts to prioritize assignment offerings at those locations
- Adjust your daily availability schedule and call times
- Enter non-workdays for periods of unavailability (e.g. pre-planned vacations)

These preference settings help to filter your assignment opportunities in Frontline to prevent receiving calls for assignments you cannot accept.

Assignment Cancellations

HCOE understands there may be occasional emergency situations where you need to cancel an accepted assignment in Frontline. However, excessive cancellations or “no show” incidents interrupt student learning and create operational challenges, so they should be minimized.

If a cancellation is necessary due to illness or an emergency:

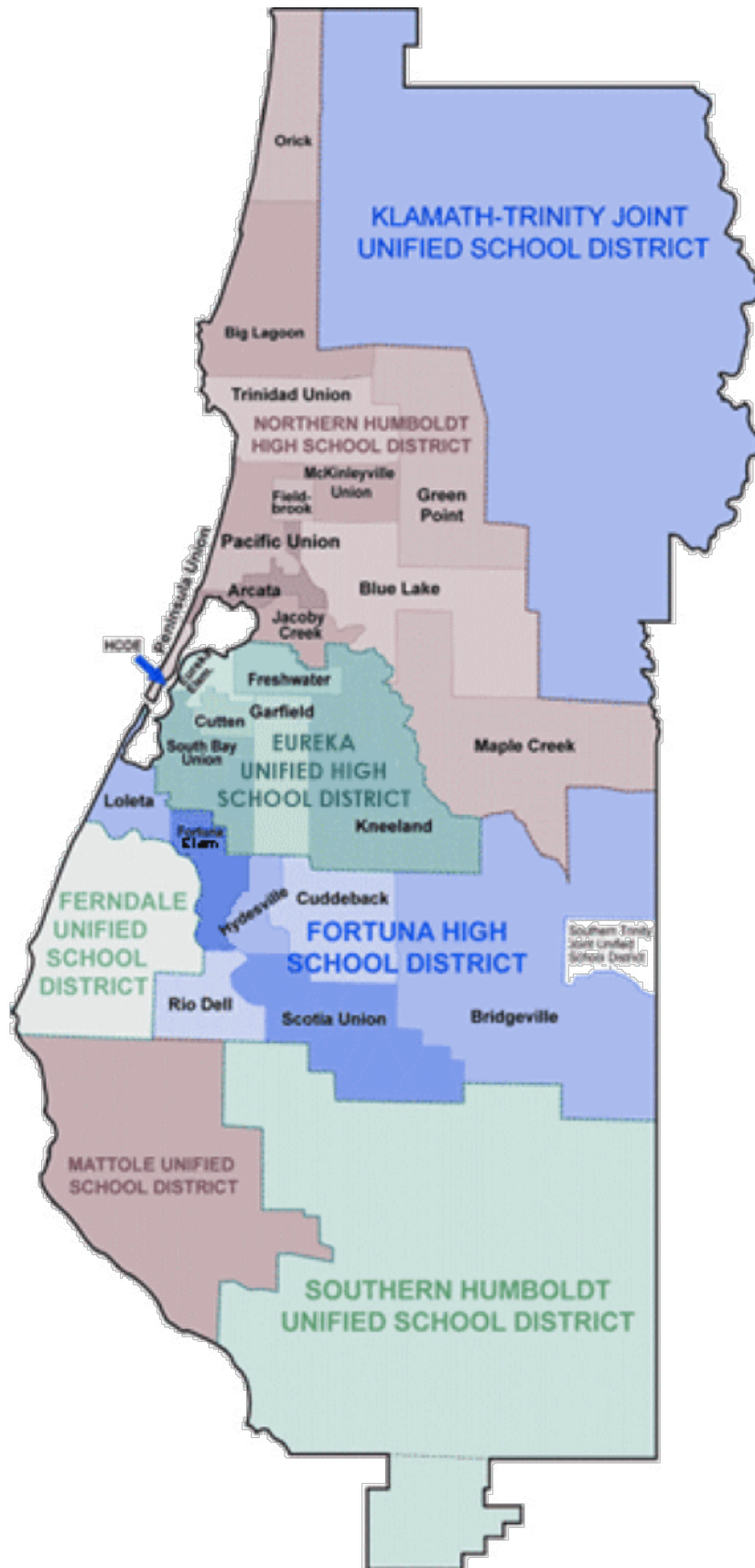
- Directly notify the school site office that you need to cancel and provide a reason
- Track any cancellations and be prepared to explain if follow-up is required.

Substitutes who frequently cancel assignments or are deemed a “no show” without a valid excuse may be temporarily blocked from receiving future assignments in Frontline and are at risk of being removed from the Countywide Substitute Consortium.

For additional information about Frontline, please see the FAQ on page 34 or visit: <https://hcoe.org/substitute-info> for a variety of Frontline tutorials.

Districts and charter schools may offer compensation if the substitute arrives at the site and their assignment has been cancelled. Please refer back to the district and charter school for more detailed information.

District Map



Daily Rate of Pay for Certified Substitute Teachers

District/Charter Name	Daily Rate	Long-Term Rate	Pay Date
Arcata Elementary	\$175 \$200 retiree	Salary Schedule on 31 st consecutive day	10 th
Agnes J. Johnson Charter	\$175	\$210	10 th and 26 th
Big Lagoon	\$150	\$175 after 10 th consecutive day	10 th
Blue Lake Elementary	\$150	N/A	End of Month
Bridgeville Elementary	\$125	N/A	
Coastal Grove Charter	\$175	N/A	10 TH
Cuddeback Elementary	\$160	\$200 after 20 th consecutive day	N/A
Cutten Elementary	\$175	\$200 on 20 th consecutive day	End of Month
Eureka City Schools	\$150 \$185 (Retiree) \$200 (Super Sub)	\$160 \$195 (Retiree) \$210 (Super Sub)	End of Month
	<i>*Long Term Rate Effective on 21st consecutive day</i>		
Ferndale Unified	\$200	Negotiated	End of Month
Fieldbrook Elementary	\$150	\$200 on 20 th Consecutive day	End of Month
Fortuna Elementary	\$200	Salary Placement on 21 st consecutive day	End of Month
Fortuna High School	\$200	Salary Placement on 21 st consecutive day	End of Month
Freshwater	\$175	Salary Placement on 21 st consecutive day	End of Month
Fuente Nueva Charter	\$150	\$200	10 th
Garfield Elementary	\$175	Salary Placement on 11 th consecutive day	N/A
Green Point	\$150	N/A	End of Month
HCOE	\$185 \$200 (Premier)	\$200 \$225 (Premier)	End of Month
	<i>*Long Term Rate Effective on 21st consecutive day</i>		
Hydesville Elementary	\$150	\$180 on 21 st consecutive day	End of Month
Jacoby Creek	\$165	\$180 on 65 th consecutive day	N/A

Daily Rate of Pay for Certified Substitute Teachers

District/Charter Name	Daily Rate	Long-Term Rate	Pay Date
Klamath-Trinity Joint Unified	\$240	Column 1 Step 1 rate with Long Term Contract	10 th /End of Month
<i>*Will pay one-way mileage at federal rate (\$0.67/mile) from sub's residence</i>			
Kneeland Elementary	\$150	\$175	N/A
Laurel Tree Charter	\$150 (full day) \$80 (half day)	N/A	End of Month
Loleta Union Elementary	\$150	N/A	N/A
Maple Creek Elementary	\$155	\$180 after 20 th consecutive day	N/A
Mattole Unified	\$135	N/A	N/A
McKinleyville Union	\$150	\$200	End of Month
Northern Humboldt Union High School	\$140	\$160	10 th
Northcoast Preparatory	\$175	N/A	End of Month
Orick Elementary	\$175	N/A	N/A
Pacific Union	\$170 \$200 (super sub)	\$200 after 20 th consecutive day	End of Month
Pacific View Charter	\$150	N/A	End of Month
Peninsula Union	\$150	N/A	End of Month
Redwood Coast Montessori	\$160	N/A	10 th
Redwood Preparatory Academy	\$150 (full day) \$75 (half day) \$100 (TK and Fridays)	N/A	N/A
Rio Dell	\$200 (full day) \$100 (half day)	\$240 after 20 th consecutive day	End of Month
Scotia Union	\$140	\$200 after 20 th consecutive day	End of Month
Southern Humboldt	\$150 (permit) \$175 (credential)	\$175 (permit) \$200 (credential)	N/A
<i>*Long Term Rate Effective on 6th consecutive day</i>			
South Bay Union	\$200	N/A	N/A
Trillium Charter	\$130	N/A	N/A
Trinidad Union	\$180	Placement on salary schedule	End of Month
Northern United Charter	\$245	N/A	End of Month
Union Street Charter	\$175	\$225 after 10 th consecutive day	10 th

J O B D E S C R I P T I O N S

Substitute Paraeducator

Classification: Classified

Position Summary

Under the immediate supervision of an assigned school administrator or director, and under the general direction of a classroom teacher, provides instructional assistance to students individually and/or in groups according to state standards, classroom objectives, and individualized learning plans, including health and/or behavioral plans. Other duties include direct supervision of students, implementing evidence-based teaching strategies, and maintaining/preparing classroom environments and materials.

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Employees may be required to perform any combination of these duties.

Distinguishing Characteristics

This entry level position works directly with students to advance their academic and individualized goals. The substitute paraeducator provides direct and indirect instructional support to children within the classroom or community environments under the direction of the assigned teacher.

Supervision Received and Exercised

This position reports directly to the assigned administrator or director for the program to which they are assigned.

Examples of Duties and Responsibilities (Examples of Essential Job Functions)

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains confidentiality of student and school personnel information in accordance with District policy and Education Code.
- Maintains a professional appearance as an example to students.

Substitute Paraeducator Cont.

- Cultivates a positive learning environment and ensures classroom procedures that foster a safe and respectful climate for all students and staff.
- Provides appropriate support to students under the direction of the teacher.
- Assists students with classroom accessibility.
- Monitors and assists students during educational and recreational activities.
- Follows, participates, and assists students in safety and evacuation drills and events.
- Reports to main office upon arrival at school and secures substitute identification. Requests clarification of school rules and procedures from the teacher. Returns substitute identification to the main office by the end of their assignment.
- Reports all student injuries, accidents, illnesses, and discipline problems to the teacher immediately or as soon as is reasonably possible.
- Promotes student growth and development intellectually, physically, socially, and emotionally.
- Completes all non-teaching duties as assigned (i.e. lunch duty, recess duty, study hall duty, etc.).
- Ensures a positive relationship with parents, students, school personnel, and members of the public.
- Collects and places students' work in storage according to regular teacher's directions.
- Monitor appropriate use and care of equipment, materials, and facilities.
- Performs other duties as assigned by the Classroom Teacher/Administrator.

Supervision Received and Exercised

- Principles and practices for providing age appropriate, grade level, academic guidance.
- Behavior management strategies and techniques related to students experiencing difficulties.
- Classroom computer and other instructional equipment.
- Personal hygiene and mental health practices.

Substitute Paraeducator Cont.

Ability to

- Sit, stand, and/or move about for extended periods in varied settings (indoor or outdoor).
- Receive instruction and training in relevant areas.
- Communicate effectively and work cooperatively with teachers, students, and parents in informal settings, and to demonstrate sensitivity to the needs of students.
- Be sensitive to cultural, social, economic, and racial characteristics and diversities.
- Actively engage in activities with students including playing, bending, kneeling, lifting, and sitting at a child's level.
- Read and write on printed materials/computer screens, and observe student's movement (visual acuity).
- Provide appropriate social, emotional and behavioral support to meet student needs.
- Maintain emotional control in difficult situations and request assistance if needed.
- Function independently with assigned tasks while applying knowledge and practices with judgment.
- Perform routine clerical work; accurately and efficiently input data.
- Recognize hazards to safety.
- Organize and prioritize work & manage time effectively.

Education and Experience

Minimum Qualifications:

- Verification of passage of the CA Paraprofessional Exam **or**
- Completion of 48 semester units of college coursework

Preferred Qualifications:

- Previous classroom experience and knowledge of instructional strategies are preferred.

Substitute Paraeducator Cont.

Working Conditions (Work Environment)

School building environment. Travel throughout the District may be required. Typical settings include school buildings with classrooms, offices, health suites, gymnasium, cafeteria, auditorium, and recreational areas. The substitute paraeducator is subject to inside and outside environmental conditions, noise, and hazards.

Physical Demands

While performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing, and speech) is required. Ability to travel to assigned work locations without employer support.

- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Instruction and provision of required support to students with special needs may be necessary.

Other Requirements

- Background checks must be cleared through the Humboldt County Office of Education (HCOE).
- Completion of a Countywide Sub Consortium Orientation along with all mandated training and paperwork.
- Remain in compliance with completion of annual training as administered and tracked by HCOE.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the School District Director of Human Resources of any and all reasonable accommodations that will be required.

Updated on: 01/03/2025

Class 4____

J O B D E S C R I P T I O N S

S u b s t i t u t e T e a c h e r

Classification: Certificated

Position Summary

Instructs and leads student learning in the absence of a regular teacher and in accordance with the goals, directives, and curriculum of Humboldt County schools.

Distinguishing Characteristics

This certificated position works directly with students to advance their academic and individualized goals. The substitute teacher instructs students and facilitates their learning in the absence of the regular teacher.

Supervision Received and Exercised

This position reports directly to the assigned administrator or director for the program to which they are assigned.

Examples of Duties and Responsibilities (Examples of Essential Job Functions)

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains confidentiality of student and school personnel information in accordance with District policy and Education Code.
- Maintains a professional appearance as an example to students.
- Cultivates a positive learning environment and ensures classroom procedures foster a safe and respectful climate for all students and staff.
- Provides adequate supervision to ensure the health, welfare, and safety of all students.
- Takes necessary and reasonable precautions to protect students and secure District facilities.
- Follows, participates, and leads students in safety and evacuation drills and events.
- Reports to main office upon arrival at school and secures substitute identification, credentials, keys, school rules, and procedures from the front office personnel. Returns substitute identification, credentials, and keys to the main office by the end of their assignment.

Substitute Teacher Cont.

- Checks mailbox of absent teacher for information regarding issues of importance.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Consults with staff in appropriate positions, including peer teachers, to seek information or clarification regarding attendance procedures, lesson objectives, daily schedule, materials and equipment location, usage, and daily duties.
- Implements lesson plans, while ensuring the integrity of academic time in a manner which motivates students to learn. Participates, organizes, and groups students for effective instruction.
- Completes all non-teaching duties as assigned (i.e. lunch duty, recess duty, study hall duty, etc.).
- Ensures a positive relationship with parents, students, school personnel, and members of the public.
- Collects and places students' work in storage according to absent teacher's directions.
- Follows dismissal procedures, ensures that all instructional materials and classroom equipment are cleaned up, and prepares a daily substitute report concerning progress and issues of note for the absent teacher.
- Performs other duties as assigned by building administrator(s) in accordance with school/district or state policies and practices.

Knowledge of

- Principles and practices for providing age appropriate, grade level, academic guidance.
- Behavior management strategies and techniques related to students experiencing difficulties.
- Classroom computer and other instructional equipment.
- Personal hygiene and mental health practices.

Ability to

- Sit, stand, and/or move about for extended periods in varied settings (indoor or outdoor).

Substitute Teacher Cont.

- Receive instruction and training in relevant areas.
- Communicate effectively and work cooperatively with teachers, students, and parents in informal settings, and to demonstrate sensitivity to the needs of students.
- Be sensitive to cultural, social, economic, and racial characteristics and diversities.
- Actively engage in activities with students including playing, bending, kneeling, lifting, and sitting at a child's level.
- Read and write printed materials/computer screens, and observe student's movement (visual acuity).
- Provide appropriate social, emotional, and behavioral support to meet student needs.
- Maintain emotional control in difficult situations and request assistance if needed.
- Function independently with assigned tasks while applying knowledge and practices with judgment.
- Perform routine clerical work; accurately and efficiently input data.
- Recognize hazards to safety.
- Organize and prioritize work & manage time effectively.

Education and Experience

Minimum Qualifications:

- A valid Credential or Substitute Teaching Permit from the Commission on Teacher Credentialing (CTC) is required. <https://www.ctc.ca.gov/credentials/req-substitute>
- Completion of a Countywide Sub Consortium Orientation along with all mandated training and paperwork.

Preferred Qualifications

- Previous teaching experience and knowledge of instructional strategies are preferred.
- Knowledge of classroom and behavioral management techniques.

Substitute Teacher Cont.

Working Conditions (Work Environment)

School building environment. Travel throughout the District may be required. Typical settings include school buildings with classrooms, offices, health suites, gymnasium, cafeteria, auditorium, and recreational areas. The substitute teacher is subject to inside and outside environmental conditions, noise, and hazards.

Physical Demands

In the course of performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing, and speech) is required. Ability to travel to assigned work locations without employer support.

- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Instruction and provision of required supports to students with special needs may be necessary.

Other Requirements

- Background checks must be cleared through the Humboldt County Office of Education (HCOE).
- Completion of a Countywide Sub Consortium Orientation along with all mandated training and paperwork.
- Remain in compliance with completion of annual training as administered and tracked by HCOE.
- Valid Credential or Substitute Teaching Permit from the CTC

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the School District Director of Human Resources of any and all reasonable accommodations that will be required.

Updated on: 1/03/2025

Class_____

Humboldt County Schools and Districts

Arcata School District

Arcata Elementary School

Fuente Nueva Charter School

Sunny Brae Middle School

Union Street Charter School

Coastal Grove Charter School

Redwood Coast Montessori

This District uses Frontline Absence Management

Contact: Jessica Sundberg jsundberg@arcatasd.org

District Office: (707) 822-0351

www.arcataschooldistrict.org

Big Lagoon Union Elementary School District

Big Lagoon School TK-8

Contact: Amy Munson office@biglagoon.org

District Office: (707) 677-3688

www.biglagoon.org

Blue Lake Union Elementary School District

Blue Lake School TK-8

Contact: Taylor Combs businessmanager@bluelakeschool.org

District Office: (707) 668-5674

www.bluelakeschool.org

Bridgeville Elementary School District

Bridgeville School TK-8

District Office: (707) 777-3311

www.bridgevilleschool.org

Cuddeback Elementary School District

Cuddeback School TK-8

District Office: (707) 768-3372

www.cuddebackschool.org

Humboldt County Schools and Districts

Cutten Elementary School District

Cutten Elementary School 3-6

Ridgewood School TK-2

This District uses Frontline Absence Management

Contact: Vanessa Carillo-Salas vcarillo-salas@cuttensd.org

District Office: (707) 441-3930

www.cuttensd.org

Eureka City Schools, a Unified District

Alice Birney School TK-5

Winship Middle School 6-8

Eureka High School 9-12

Winzler Children's Center

Grant School TK-5

Zane Middle School 6-8

Lafayette School TK-5

Zoe Barnum High School

Washington School TK-5

Pacific View Charter School

This District uses Frontline Absence Management

Contact: Justine Graney graneyk@eurekacityschools.org

District Office: (707) 441-2400

www.eurekacityschools.org

Ferndale Unified School District

Ferndale Elementary School TK-8

Ferndale High School 9-12

This District uses Frontline Absence Management

Contact: Denise Grinsell dgrinsell@ferndalek12.org

District Office: (707) 786-5300

www.ferndalek12.org

Fieldbrook Elementary School District

Fieldbrook School TK-8

Contact: Naomi Powell npowell@fbk8.org

District Office: (707) 839-3201

www.fbk8.org

Humboldt County Schools and Districts

Fortuna Elementary School District

Ambrosini School TK-4

Toddy Thomas School

Fortuna Middle School 5-8

Redwood Preparatory Charter School

Linell K. Walker Elementary School TK-4

Contact: Alisa Zerlang azerlang@fortunaesd.com

District Office: (707) 725-2293

www.fortunaesd.com

Fortuna Union High School District

Fortuna High School 9-12

East High Fortuna

Academy of the Redwoods

This District uses Frontline Absence Management

Contact: Valerie Holmes vholmes@fuhdistrict.net

District Office: (707) 725-4462

www.fuhsdistrict.org

Freshwater Elementary School District

Freshwater School TK-8

Freshwater Charter Middle School

Contact: Si Talty

District Office: (707) 442-5471

www.freshwatersd.org

Garfield Elementary School District

Garfield School TK-6

District Office: (707) 442-5471

www.garfieldschool.org

Humboldt County Schools and Districts

Green Point School District

Green Point School TK-8

Contact: Teresa Mondragon

District Office: (707) 668-5921

www.greenpointsd.org

Humboldt County Office of Education

Court & Community Schools

Glen Paul Center

Northcoast Preparatory & Performing Arts Academy (NPA) Charter School

Northern United Charter Schools - Humboldt

Agnes J. Johnson Charter School

This District uses Frontline Absence Management

Contact: JoAnna Hayes jhayes@hcoe.org

District Office: (707) 441-2033

www.hcoe.org

Hydesville Elementary School District

Hydesville Elementary School TK-8

Contact: Arlene Polansky

District Office: (707) 482-4896

www.hydesvilleschool.org

Klamath-Trinity Joint Unified School District

Capt. John Continuation High School Alt.

Orleans Elementary School TK-8

Hoop Valley Elementary School TK-8

Trinity Valley Elementary School TK-8

Hoop Valley High School 9-12

Weitchpec Elementary School TK-3

Jack Norton Elementary School TK-8

This District uses Frontline Absence Management

Contact: Cecil Inong cinong@ktjUSD.k12.ca.us

District Office: (530) 625-5600

www.ktjUSD.k12.ca.us

Humboldt County Schools and Districts

Kneeland Elementary School District

Kneeland School TK-8

District Office: (707) 442-5472

http://humboldt.k12.ca.us/kneeland_sd/

Loleta Union Elementary School District

Loleta School TK-8

District Office: (707) 733-5705

www.loletaschool.org

Maple Creek Elementary School District

Maple Creek School TK-8

District Office: (707) 668-5596

www.maplecreekschool.org

Mattole Unified School District

Honeydew Elementary School TK-6

Mattole Elementary School TK-8

Mattole Triple Junction High School 9-12

District Office: (707) 629-3311

<https://sites.google.com/site/mattoleunified>

McKinleyville Union School District

Dow's Prairie School TK-2

McKinleyville Middle 6-8

Morris Elementary 3-5

Contact: Ashley Kitchen akitchen@mckusd.org

District Office: (707) 839-1549

www.mckusd.org

Humboldt County Schools and Districts

Northern Humboldt Union School District

Arcata High School 9-12

McKinleyville High School 9-12

Pacific Coast High School Alt.

Six Rivers Charter High School

Mad River (Tsurai) High School Alt.

Laurel Tree Charter School

Six Rivers Charter High School

Contact: Jamie Kester

District Office: (707) 839-6470

www.nohum.org

Orick Elementary School District

Orick School TK-8

District Office: (707) 488-2821

www.orickschool.org

Pacific Union School District

Pacific Union School TK-8

Trillium Charter School

This District uses Frontline Absence Management

Contact: Marci Laffranchi

District Office: (707) 822-4619

www.pacificunionschool.org

Peninsula Union School District

Peninsula School TK-8

Contact: Raven Coit rcoit@peninsulasd.org

District Office: (707) 740-3292

www.peninsulasd.org

Humboldt County Schools and Districts

Rio Dell School District

Eagle Prairie Elementary School TK-5

Monument Middle School 6-8

Contact: Sarah Chapman

District Office: (707) 764-5694

www.riodellschools.net

Scotia Union School District

Scotia School TK-8

Contact: Trudi Walsh twalsh@scotiaschoo.org

District Office: (707) 764-2212

<https://scotiasd.hcoe.org>

South Bay Union School District

Pine Hill School TK-3

Alder Grove Charter School

South Bay School 4-6

South Bay Charter School

This District uses Frontline Absence Management

Contact: Stephanie Stover sslover@southbayusd.org

District Office: (707) 476-8549

www.southbayusd.org

Southern Humboldt Unified School District

Casterlin Elementary School TK-8

Redway Elementary School TK-7

Osprey Learning Center Alt

South Fork High School 8-12

Miranda Junior High

Whitethorn Elementary School TK-7

This District uses Frontline Absence Management

District Office: (707) 943-1789

www.sohumusd.com

Trinidad Union School District

Trinidad Elementary School TK-8

Contact: Desiree Cather dcather@trinidadusd.net

District Office: (707) 677-3631

www.trinidadusd.net

Frontline Absence Management FAQ

1. How do I obtain an invitation link?

After you have contacted a district and been on-boarded by them, you will be entered into their Frontline system and an invitation link will be sent to you. Once the link is sent, you will begin receiving automated phone calls from their system. You can also use the link to create a Frontline ID.

2. Which district are using Frontline?

The following districts are currently utilizing Frontline: HCOE, Eureka City Schools, Ferndale Elementary SD, Fortuna High SD, South Bay, Southern Humboldt SD, Pacific Union SD, Cutten Elementary SD, Northern Humboldt Union HSD, and Arcata Elementary SD.

3. How do I find my PIN?

You can locate your PIN in the invitation email sent from the Frontline system, or by logging in to your Frontline account and click the “Preferences” option in the side navigation. From here, you can also update your PIN if you wish.

4. How do I login to Frontline?

Once you have obtained an invitation link, you will click “Create a Frontline ID” to proceed with the account creation process. You will then create a username and password that you can use for the website and mobile app.

- Select “**Sign In with your Frontline ID**” if you are a multi-organization user who has already received an invite and created a Frontline ID. By signing in with your existing Frontline ID, you will have access to all applicable organizations with one username and password.

5. How do I view and manage my accepted shifts?

Once logged into Frontline, you can view Available Jobs by clicking the “Available Jobs” tab. This will let you see upcoming jobs from the district(s) you are viewing. You can also click the “Scheduled Jobs” tab to view currently accepted jobs.

6. Why can't I see any jobs?

This could be several reasons. It is advised to contact the district(s) you can't see jobs for, to ensure you are entered correctly into their system and schools/sites. It may also be that available jobs are being filled quickly.

- You can email subhelp@hcoe.org with Frontline issues.

Frontline Absence Management FAQ

7. How do I add non-workdays in Frontline to show I am unavailable?

When logged into Frontline, click the “Non-Workdays” tab on the homepage. To create a new non-workday, click the “Add Non-Workday” button and complete the form. You can also create repeating non-workdays if you have multiple days that you cannot work.

8. What if I miss a call from Frontline?

If you missed that phone call, you could call back, toll-free, at 1-800-942-3767 to hear a list of current and available jobs. You can also log-in online to view those same jobs. You’ll want to act quickly, though. The system may have already called the next substitute in line with that job offer.

9. What if I need to cancel a shift I accepted?

You will need to reach out to the site that you will be working at and inform the supervisor that you will be unable to work, so that they can cancel the shift.

10. How do I merge districts in Frontline?

When you login to Frontline and have created a Frontline ID for multiple districts, an alert will appear near the top of the screen to inform you that you have access to a multiple district view. Click the prompt to open a window to take you to the District List (this can also be found on the side navigation).

Once you are in the District List, you can click “Merge Frontline Accounts” and enter the requested information to merge accounts and have one login to view all active districts. You can click “Add a district” to show additional districts that have you active in their systems.

You can click the district name button near the top of the screen at the homepage and you can toggle single/multi district in the upper-right corner.

- Once in multi-district view, no matter which district is displayed in the top of the screen, you will see jobs for all districts you are active with.