



## **DISTRICT INFORMATION**

Deer Valley Unified School District  
20402 N 15<sup>th</sup> Ave  
Phoenix, AZ 85027

Hours: 8:00am ñ 4:30pm  
Main: 623-445-500  
FAX: 623-445-5082

[www.dvusd.org](http://www.dvusd.org)

### **General Information/Receptionists**

623-445-5000

### **Substitute Information**

Kristi Bushnell  
HR Manager

[kristi.bushnell@dvusd.org](mailto:kristi.bushnell@dvusd.org)

623-445-5064

Keillynée Méndez  
HR-Substitute Specialist  
Hours: 6:30am ñ 3pm

[keillynee.mendez@dvusd.org](mailto:keillynee.mendez@dvusd.org)

623-445-5061

**Payroll for ESI**  
[payroll@esiaz.us](mailto:payroll@esiaz.us)

480-719-3271  
[hr@esiaz.us](mailto:hr@esiaz.us)





## **EXPECTATIONS AND RESPONSIBILITIES:**

### **Substitute Dress Code:**

You are a role model for our students. Substitutes are expected to dress professionally. Athletic clothing should not be worn unless teaching physical education or supervising specific physical education related activities. Clothing is to be clean, modest and safe.

Substitutes are expected to dress and groom for their position. Standardized guidelines have been developed to ensure all ESI employees meet (or exceed) high expectations required to positively represent the site, district and educational profession. We serve as role models in the community and our dress should reflect this.

During work hours or when representing Deer Valley Unified, you are expected to present a clean, neat and tasteful appearance. As Substitutes, our commitment to excellence should be reflected in our appearance. A "professional casual" style is appropriate to Substitutes. However, please understand that the key word is "professional." Consult your ESI employer if you have questions as to what constitutes appropriate appearance.

### **ALL CLOTHING**

Clothing will fit the work environment rather than distract from it. Substitutes will dress so they may be easily distinguished from students. Clothing will be coordinated, tailored, modest, clean and well pressed

Any clothing that exposes cleavage, midriff and any undergarment is not allowed. At no time will inappropriate writing or symbols that are obscene and/or advocate racial, ethnic, sexual, or religious discrimination be allowed on a Substitute's clothing. Clothing which is suggestive, such as fitting and/or revealing, is not allowed.

### **APPROPRIATE APPAREL**

#### **PANTS**

Hemmed pants, slacks and capris are acceptable. Clothing may not be faded, torn, nor frayed.



**Please note that elementary schools may have extra duty jobs and high schools may require you to sub in a different classroom during prep periods.**

### **You report to class:**

The materials needed for your day as a substitute should be found on the teacher's desk. Lesson plans, seating charts, a schedule for the day and other information pertinent to your assignment should be readily available. Review the materials before the students arrive. If you can't find a seating chart, make your own. **This is important** because it will assist you in calling the students by name, and help you to prevent problems from arising.

If plans are not readily available, please check with the grade level or department teachers first to see if they can help. If not, then, **contact the school office**. The principal /assistant principal and the office staff are there to help you make the day a productive one for your students.

### **Your class arrives:**

#### **Getting Acquainted:**

Start the class decisively. Substitute teachers who greet students cheerfully, make eye contact with them, and observe students as they settle down, give the impression that they are in charge of the class. By starting the day quickly, firmly, and decisively when the bell rings, substitutes signal students that learning has begun.

Introduce yourself, write your name on the chalkboard and smile. Take roll efficiently. This sends a clear message to students that instructional time is important. Be prepared and organized to move rapidly and accurately through the attendance. Making eye contact with each student as they respond enables substitutes to establish themselves as clear authority figures.

**Students are to be under your supervision at all times.** A class is **never** left unattended. If any emergency arises which necessitates your leaving the room, step to the nearest classroom and ask for assistance from your neighboring teacher, or call up to the front office. There are phones in each room.

### **Management Plan:**

Before class starts, substitutes should familiarize themselves with the existing classroom management plan, taking note of the rewards and consequences used by the classroom teacher. If a plan is not readily available, you should ask neighboring classrooms for help. Make sure to implement the teacher's management plan in a firm, fair, and consistent manner.

Substitutes should have in mind positive reinforcement for good behavior and suitable consequences for unacceptable behavior as well. A firm but friendly attitude from a substitute who expects good behavior will bring out the best in students. Yelling at students is not an acceptable form of management.

### **Corporal punishment will not be used at Deer Valley Unified School District.**

Discipline problems are less likely to surface if the students are kept busy and if you are well prepared. The principal/assistant principal is available as a resource to you if needed in case of serious discipline







Long term pay starts at \$130 per day for the first 20 days. On the 21st consecutive day in the same position the rate of pay increases to \$175 per day for FULL DAY and \$87.50 per day for a HALF DAY. \*Paraprofessional positions do **not** qualify for the long-term rate of pay.\*

Absences during the first 20 days break the continuity of service and the count begins again. Absences occurring after the 20<sup>th</sup> day are unpaid, however pay does not decrease and the 20-day count does not begin again.

Nurses: Nurse Rate of Pay is \$175/day for a full day, over 4.0 hours. Half day is \$87.50/day for 4.0 hours even or less.

DVUSD Retirees: If a substitute meets the DVUSD Retiree requirements, they receive a different rate of pay. Reach out to Substitute's Specialist with questions.

If you are selected for a long term position, computer, GroupWise, Google, Canvas, and PowerSchool access will be requested by the school secretary. If a laptop is needed, the school site will be responsible for getting permission and issuing a laptop. All substitutes that are granted access are required to follow the Deer Valley Unified School District's guidelines. A copy of the DVUSD Electronic Information Service User Agreement is available for review on request.

### **SICK LEAVE:**

You will need to contact ESI with any questions regarding sick leave or other benefits.

### **PAY QUESTIONS:**

If you have concerns about your paycheck, you will need to contact ESI. ESI is your employer and will contact DVUSD if they need clarification.

### **CERTIFICATION MATERIALS:**

#### **Certificate and Fingerprint Card**

ESI will notify you regarding your expiration dates. However, it is the sole responsibility of the substitute to

