

SUBSTITUTE TEACHERS CHECKLIST:

This checklist is to support substitute teachers during Distance Learning. Here is some important information developed by the District to support you during this process. Please start by communicating with the school principal to assist you through the process. Please note that **short-term subs** and **long-term subs** have different levels of access.

This is the PVSD Distance Learning Resources Site- <https://sites.google.com/pvsdcamarillo.org/pvsd-distance-learning-resourc/home?authuser=0> to view the site you **MUST** sign onto your **pvsdcamarillo google account**. We will update the website, as we gain more information and resources.

- Substitutes will report physically to the worksite and work with site administration to access their assigned work area "Sub Station."
- Teachers **must** leave lesson plans to both substitute and site supervisor for planned and unexpected absences. Teachers should give access to the principal and substitute teacher to their: Google Classroom, and/or Seesaw.
- Principal will introduce substitute. Send a Zoom link or a Google meet, in order for sub to connect with students.
- Principal/SAA use Parent Connect to inform families that there is a sub and send a message to families informing them that the work will be accessed via Google classroom.
- Substitute teacher/HR sets up an appointment with the **District Technology Department** to pick up a laptop and handle any technology needs.

Address: 600 Temple Ave, Camarillo, CA 93010

Tech Dept. Number: 805-389-2110

Short Term- Substitute Checklist
(subbing for: 1-2 weeks)

Long Term- Substitute Checklist
(subbing for: more than 2 weeks)

Section 1: Substitute Training Requirements

- Sub will report to school and ask for their account to teach for the day. SAA and Principal both have the sub account information.**
- Sub will have a "Generic Site Substitute Account"**
 - Access to Google account by @pvsdcamarillo.org (Gmail, Google Drive, Google Classroom. Teacher must invite the sub to their Google Classroom.)
- Site Substitute Account Restrictions**
 - No access to Clever or other rostered Apps.
 - No access to Q; take attendance by paper. Submit to attendance clerk or SAA.
 - Short-term substitute will receive and email from HR with log-in credentials.

- Sub will have a full PVSD Account.** Automated account is created after New Employee is entered in Escape & add a ticket for Q. **(Hourly updates- active and current assignment)**
 - Please go to this link you will need your Employee ID to access a PVSD account <https://www.pleasantvalleysd.org/Page/10358>
 - Access to all regular teacher programs/apps, rostered Apps, and student accounts (48 hours to sync).
 - Access to Google account by @pvsdcamarillo.org (Gmail, Google drive, Google Classroom teacher must invite the sub.)
 - Access to @pleasantvalleysd.org email and Office 365 Suite.
- Q access to take attendance (must be trained by SAA-
 - [Attendance Protocols](#)
 - Use the laptop of the teacher you are subbing for.
 - **Current Teacher contact info.:** _____
 - **Leader Contact Info.:** _____

Substitutes will participate in trainings through video links on different Distance Learning apps like: Google Classroom, Google Meet, and Zoom (see attached sheet for instructions)

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Section 2: Curriculum & Teaching Expectations	
<input type="checkbox"/> Develop lessons based on adopted materials and standards	<input type="checkbox"/> Develop lessons based on adopted materials and standards
<input type="checkbox"/> Post lessons weekly	<input type="checkbox"/> Post lessons weekly/update website
<input type="checkbox"/> Asynchronous lesson once a week	<input type="checkbox"/> Asynchronous lesson twice a week
<input type="checkbox"/> Zoom weekly (access via Google)	<input type="checkbox"/> Zoom by weekly (access via Google)
<input type="checkbox"/> Provide feedback on submitted work	<input type="checkbox"/> Provide feedback on submitted work/ Grade reporting
<input type="checkbox"/> Possible administration of tests	<input type="checkbox"/> Possible administration of tests

Section 3: Communication	
<input type="checkbox"/> Clearly state communication policy, which includes information on expectations for respectful communication (review Zoom rules).	<input type="checkbox"/> Clearly state communication policy, which includes information on expectations for respectful communication (review rules for any student contact).
<input type="checkbox"/> Teacher interaction with students meets the following criteria: At least one hour per week in direct instructional activities.	<input type="checkbox"/> Teacher interaction with students meets the following criteria: At least 2 hours per week in direct instructional activities.
<input type="checkbox"/> Reach out to students/parents with concerns about participation (see phone call rules).	<input type="checkbox"/> Reach out to students/parents with concerns about participation (see phone rules).
<input type="checkbox"/> Synchronous communication once a week (live chat or web conferencing, via Zoom).	<input type="checkbox"/> Synchronous communication twice a week (live chat or web conferencing, via Zoom).
<input type="checkbox"/> Collaborate with grade level peers.	<input type="checkbox"/> Collaborate with grade level peers.

Other Important Information:

- **Distance Learning Hotline:** 805-383-5399 (ask principal for your extension)
- **Human Resources Phone Number:** 805 389-2100 Ext. 1301

Helpful Links:

- **District Website:** <https://www.pleasantvalleysd.org>
- **Google Suite:** <http://drive.google.com>
- **Q Student Information System:** <http://pvsd.vcoe.org>
- **Technology Services Helpdesk:** <https://helpdesk.pleasantvalleysd.org:8443>
- **LONG TERM SUBS ONLY Web Email Access (from home):** <https://outlook.office.com>
- **PVSD Staff Distance Learning Resources:** <https://sites.google.com/pvsdcamarillo.org/pvsd-distance-learning-resourc/home?authuser=0>
- **PVSD Family Distance Learning Resources:** <https://sites.google.com/pvsdcamarillo.org/pvsd-families-distance-learnin/home>
- [Here is a link to the frequently asked questions.](#)
- <mailto:humanresources@pleasantvalleysd.org>

