

San Dieguito Union High School District
Substitute Teacher Handbook
2025-2026

This booklet contains important information you will need on a daily basis. Please keep this as your reference.

Substitute Teacher Contact:

Darlene Rodriguez: darlene.rodriguez@sduhsd.net

School District Website: www.sduhsd.net

Information for Substitute Teachers: <https://www.sduhsd.net/subsites/Subs/>

School Site Secretaries for Substitute Job Check in:

Carmel Valley Middle School	Roberta Black	(858) 481-8221
Diegueno Middle School	Melanie Lawson	(760) 944-1892
Earl Warren Middle School	Stephanie Black	(760) 755-1558
Oak Crest Middle School	Lorena Reyes	(760) 753-6241
Pacific Trails Middle School	Vetha Pierce	(858) 509-1000
Canyon Crest Academy	Kristine Gotta	(858) 350-0253
La Costa Canyon High School	Sara Dellinger	(760) 436-6136
San Dieguito Academy	Kalani Crosby	(760) 753-1121
Torrey Pines High School	Tamara Rey	(858) 755-0125
Sunset/COAST	Michelle Miller	(760) 753-3860

School Directions and Hours:

The directions, calendars, and bell schedules for each school can be found on the District webpage. Each school has a separate webpage. Please note some of the schools have different hours, start times, and bell schedules.

Substitute Teachers Hours:

- Please arrive at least **20 minutes before school starts** and check in with the secretary responsible for substitute teachers.
- Please remember if your job is **3 hours or more you are required to be at the school site the full day.**
- Please check in with the secretary if you have a free period. You may be required to fill in for another class or may be asked to assist in the office.
- Upon job completion, please remember to check out with the site secretary in order to return keys, sub folder, and other relevant paperwork.

Substitute Teacher Pay:

\$180.00 - Full Day: 3 hours or more in the system – you are required to be at the site the full day.

\$90.00 - Half Day: less than 3 hours

\$200.00 - Long-term pay starts on the 6th consecutive day in the same assignment.

****Note: If break in service, long-term rate will revert back to full day rate for 5 consecutive work days.***

Pay Checks:

Payday is the last working day of the month following the month you worked. The first check after you have started working will be a paper check that can be picked up at the District Office Reception Desk. You must have a valid photo ID in order to pick up your check. If your check is not picked up by 2:00 pm on payday, it will be mailed to your home address. If you have not signed up for direct deposit all paychecks will be mailed out to you if not picked up by 2:00 pm on payday.

Annual Notifications:

Please read these notifications. They are very important. The notifications can also be found on the [District Website](#).

Substitute Employee Management Service Caller (SEMS):

SEMS is the substitute calling system. Directions are included with this packet. Once your hiring Process is completed you will receive an email telling you to register with SEMS over the phone. Once you register over the phone, you will activate your status in SEMS and you will start receiving Calls for assignments. Once you are activated you will also be able to access the system online. The system website is: <https://sandieguito.eschoolsolutions.com>. You may also access the SEMS system through the app. The SDUHSD 4-digit code for the SEMS app is CXZH.

(760) 452-8763 (System Phone Number)
sandieguito.sfe.powerschool.com

Unavailability & Inactivity:

If unable to work for two or more weeks, please email Darlene Rodriguez at darlene.rodriguez@sduhsd.net with dates/reason and mark unavailability in your SEMS profile. Regular monitoring occurs; unnotified inactive substitutes are removed from the roster.

SDUHSD Substitute Sick Leave Guidelines

In accordance with California's Healthy Workplaces, Healthy Families Act (AB 1522) and [SDUHSD AR4261.1 Personal Illness/Injury Leave](#), substitutes who work 30 or more days within a school year are eligible to accrue paid sick leave. Key details are outlined below.

Sick Leave Guidelines:

- **Eligibility:** Except for a retired annuitant who is not reinstated to the retirement system, short-term or substitute employees who work for 30 or more days within a school year.
- **Accrual Rate:** 1 hour of paid sick leave for every 30 hours worked.
- **Usage:** You may begin to use accrued leave after 90 days of employment with SDUHSD.
- **Annual Limit:** 5 days (40 hours) may be used in each school year.
- **Qualifying Reasons:** Personal or family illness, preventative care, or qualifying emergencies.
- **Unused Leave:** Unused sick leave may carry over into the next school year, up to a maximum of 10 days (80 hours). However, the District may limit use of accrued paid sick days to 5 days (40 hours).

District Policy Notes:

- Sick leave may only be used on days you are scheduled in SEMS to work.
- When reporting an absence follow these steps:
 - 1) Cancel the assignment in SEMS
 - 2) Call the site secretary to advise of the cancellation/absence
 - 3) Email Darlene Rodriguez at darlene.rodriguez@sduhsd.net asking her to apply sick leave. Provide her with the reason and the Job ID Number.
- Sick leave is not paid out upon separation.

Assurance of Nondiscrimination

San Dieguito Union High School District policy prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, reproductive health decision making, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, veteran or military status, or association with a person or group with one or more of these actual or perceived characteristics. SDUHSD requires that school personnel take immediate steps to intervene when safe to do so when staff witnesses an act of discrimination, harassment, intimidation, or bullying.

Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to the following individuals:

- **Compliance and Discrimination Complaints:** Evelin Medina, Ed. D, Director of Community Resolution and Compliance, at [710 Encinitas Blvd. Encinitas, CA 92024](#), (760) 753-6491 Ext. 5630
- **CTE Program Director:** Manuel Zapata, Director of Career Technical Education and Work Experience, at [710 Encinitas Blvd. Encinitas, CA 92024](#), (760) 753-6491 Ext. 5100
- **Special Education and 504:** Orletta Nguyen, Ed.D, Senior Director of Special Education, at [710 Encinitas Blvd. Encinitas, CA 92024](#), (760)753-6491 Ext. 5556
- **Title IX and Equity:** Evelin Medina, Ed. D, Director of Community Resolution and Compliance, at [710 Encinitas Blvd. Encinitas, CA 92024](#), (760) 753-6491 Ext. 5630

Daily Responsibilities:

Your role as a substitute teacher is vital to the success of the educational program. When regular teachers are absent, learning can only continue through the support of dedicated substitute teachers like you. Substitute teaching is a unique role that demands flexibility, confidence, and creativity. While you should follow the regular teacher's lesson plans whenever possible, you may also need to adapt or create new plans to ensure students continue to receive valuable instruction.

Every successful day you spend in the classroom contributes to student learning, upholds professional standards, and strengthens the positive reputation of substitute teachers within the school and community.

Because you perform many of the same duties as a regular teacher, you also require similar materials and support to be effective in the classroom.

To serve as a substitute teacher, it's essential that you meet the District's requirements. Equally important are the personal and professional qualities you bring to the role. These include:

- The ability to recognize and address the diverse needs of students by using effective alternative teaching methods.
- A willingness to grow professionally and accept constructive feedback.

- The capacity to build trusting and respectful relationships with students.
- An understanding of the conditions necessary for meaningful learning to occur.

Daily Assignment Procedures

Calling substitute teachers begins at approximately 4:00 p.m. the night before the assignment. You will be informed of the name of the school, subject, the name of the absent teacher, the approximate length of the assignment (remember 3hrs or more is a full day, and you should be there the full day regardless of the hours stated for the assignment). **You should arrive at least 20 minutes before school starts.** This allows ample time to check in with the office and prepare for instruction to begin when students arrive.

If your assignment has no first period, please note you are still required to report 20 minutes prior to school starting. Substitute teachers hired for a full day may be assigned other duties during this time. Please check with your school secretary during any free periods.

If you are late in arriving, the school will communicate with the District Office to determine the time you received the call. Notification of one hour before the class starting time is considered to be reasonable to allow time to travel from home to school provided you have prepared for a quick departure. Occasionally, you will be asked to respond to a "late call" (one received too late to allow the substitute to arrive on time). In this instance, the school will be notified of the fact you were called late.

Before You Arrive at the School

Much of the assignment's success will depend on what you bring to school in terms of attitude, preparation, organization, understanding and adaptability. Remember the positive effects on morale (of teacher and student) of good grooming and attractive appearance. Anticipate that there may not be a lesson plan. If not, you should have on hand basic lessons appropriate to the subject field and grade level. For this purpose, some substitute teachers:

- Keep kits of materials in their automobiles.
- Maintain file boxes or folders of materials by subject and/or grade level.
- Carry materials that they may need in a large bag, folder, notebook, or a brief case.

It is suggested that personal materials (especially books and records) be labeled with your name, address and phone number. Maintain a checklist of materials brought to the classroom to assist you in collecting them at the end of your assignment.

In the School Office

When you arrive, report to the school office, pick up keys, and a copy of any appropriate bulletins. Review information sheets that are available to substitute teachers in most school offices and relate to such matters as supervisory assignments, emergency drills and special events. Ask any necessary questions, such as the location of the restrooms. Ask for the name and location of the Department Chairperson. This person can assist you if you have questions regarding lesson plans.

Before Students Arrive

Locate the substitute folder (either on file in the main office, on the teacher's desk) which contains lesson plans, seating charts and perhaps special instructions that the regular teacher has prepared. Review homeroom announcements or other daily communications. Determine whether or not a co-teacher, student teacher, instructional assistant, or AVID tutor is assigned to the room; establish what your working relationship with him/her will be prior to the time class begins.

Determine the methods of taking attendance and record keeping.

Note how the plans for the day may be affected by the time and place of special activities, such as assemblies, pep rallies, emergency drills, or visits by special personnel, such as the nurse, or other support staff.

Locate necessary supplies. Open the windows and regulate the classroom temperature. Lock up your purse or valuables.

If time permits:

- Write assignments on the board
- Duplicate materials following school procedures
- Distribute necessary supplies
- Set up audio-visual equipment if its use is suggested in the teacher's lesson plan

Do as much as possible to avoid the need for asking questions of students. If more information is needed, seek the help of appropriate personnel. Get acquainted with neighboring teachers. They too will provide answers to questions that you may have. Determine established procedures for treatment of students who are not in the classroom during instructions. Find out which students must leave early for various reasons, such as to serve as cafeteria helpers. Learn their times of departure and return to the classroom. Determine how alternatives are appointed in the event those students who perform service functions are absent.

Beginning the Day

Introduce yourself. Explain that you will help the students continue their work while the regularly assigned teacher is absent. Explain that no two teachers or students do things in exactly the same way and that your procedures may vary in some ways from those used in the regular program.

Take attendance for the day. Checking can be performed quickly by using the seating chart. Changes should not be made on the permanent seating chart. Address questions to specific individuals to avoid individuals' simultaneous responses. Provide students with a brief overview of the day's work or class period, and establish expectations. Arrange for students to begin work at their seats as quickly as possible.

During the Day

Adhere to the regular program as closely as possible, and follow the plan provided by the regular teacher.

Plan a program for every part of the day, but be prepared to make changes as needed. Use good judgment in determining what is appropriate in a given situation.

Help students to review and reinforce basic skills rather than introduce new skills or concepts unless definite instructions have been received from the regular teacher or principal. Give one instruction at a time. Be clear, concise, and consistent. Follow through on instructions.

Monitor the class by circulating the classroom. Provide assistance to individual students or members of small groups as needed.

On the Alert

Be aware at all times of the Teacher's professional and legal responsibilities for the safety and welfare of students. Students are not to be left unattended in the classroom. In an emergency, arrange for another staff person to assist in order that your class will be supervised.

Make a quick check of attendance after each intermission in the day's activities.

Be aware at all times of the location of students in the class. Students should not be released during the school day to anyone, including parents and guardians, nor should they leave the premises without proper approval from the appropriate school office.

Refer requests from parents for any confidential information to the principal; or ask the parent to confer with the regularly assigned teacher. Leave a note for the teacher about the request. Send notes to parents only with the principal's approval.

Avoid keeping students after class or at the end of the day. (Check school policy regarding this practice). Students may not be dismissed prior to the end of the period. Do not allow students to leave class early.

Note that corporal punishment is not permitted in the San Dieguito Union High School District.

Note the presence of adults other than school employees, parents, or support personnel. Report any suspicious activity to the school office. Keep keys in your possession or in another safe place at all times. Students should not be given the responsibility of handling keys.

As previously stated, keep your purse and personal valuables in a secure place.

Ask for assistance from a qualified staff member whenever you are uncertain about what actions to take.

Before the Students Leave

Evaluate the activities of the class period with the students and review what they learned.

Provide sufficient time before dismissal for meeting housekeeping standards. Assure that the students leave the room in an orderly manner.

Dismiss students only at the scheduled end of the period.

In the Office or Teacher's Room

Remember that substitute teachers are welcome in the school. If you have constructive criticism that

you would like to make, you should make it to the principal of the school.

Remember that a substitute teacher is accountable to the principal and should accept the terms of assignment or any changes in that assignment in a gracious manner.

Computer Use

Substitutes are not permitted to use district computers or computer labs for personal use. All substitutes are required to have an Acceptable Use policy on file at the District Office. (Form 4112.7/AR-1)

Before You Leave

Check any assignments that are left for the regularly assigned teacher.

Leave a note for the teacher which summarizes what has been accomplished and explain in detail the behavior of disruptive students

Return materials to their proper places. Leave an orderly desk and room.

Lock windows and doors.

To checkout, please report to the office, **to return keys** and other materials to be left there. Be sure that you have filled out and signed a time card so that you can be paid.

Evaluation

The teachers for whom you substitute are encouraged to evaluate you. You also are encouraged to evaluate the experiences you have as a substitute teacher. In order to make your experience as a substitute teacher meaningful and to ensure that the best possible conditions can exist for the substitute teachers, we encourage you to turn in an evaluation of your day.

Discipline

Substitute teachers who were asked about areas which they believed were of crucial importance to their effectiveness frequently mentioned behavioral problems. A day-to-day substitute teacher has no opportunity to become acquainted with the backgrounds of students or with the causes of misbehavior. It is recognized that a substitute teacher coming to school on a temporary basis may, therefore, find it difficult to maintain the higher levels of control (reasoning and democratic self-control). If, however, the substitute teacher thinks in terms of preventive control, good discipline will be easier to maintain. Preventive control can be achieved more readily when students are using their time in educationally desirable ways. A well-prepared, well-organized teacher who has interesting lessons planned can anticipate a far more successful assignment and fewer discipline problems than a teacher who is not fully prepared.

Values and Attitudes

Be aware of the fact that your attitude is communicated to students. Teachers need to respect the values and attitudes of students, whether there is agreement or not. When planning lessons, give attention to providing students with activities that encourage the development of respect for self and others.

Notice of Non-Responsibility

The San Dieguito Union High School District is not responsible for personal property of students or employees. Items such as clothing, electronics, equipment, vehicles or other personal property, if brought on school property, is at the owner's risk.

S.D.U.H.S.D. Certificated Substitute Handbook Guidelines Agreement

I have received and read a copy of the ***San Dieguito Union High School District Certificated Substitute Handbook***, and I agree to abide by the guidelines described therein.

Name (printed)

Signature

Date