

**Published Date:  
08/01/2008**



***“Act as if what you do  
makes a difference. It  
does.”***

**William James (1842-1910)  
American Psychologist and Philosopher**



## Guide to Substitute Online Guest Teachers & Classified Substitutes



**Julie Farmer**

Substitute Facilitator

Hours: Monday-Friday 6:30 AM—3:30 PM

360.662.1690

[julief@cksd.wednet.edu](mailto:julief@cksd.wednet.edu)

## Features

- ✦ Works 24/7, all absences are distributed to subs *immediately* via internet/email
- ✦ Use *anywhere* with Internet, no long distance charges
- ✦ Preview lesson plans and print; eliminates tedious listening/writing from phone messages
- ✦ Update *availability* with one click on personal calendars
- ✦ View all jobs available to you, no listening to jobs you do not want
- ✦ Open Jobs list is *automatically updated* every 3 minutes
- ✦ *No 5:00 am phone calls!*
- ✦ Book jobs ahead to the end of the year; automatic e-mail reminders
- ✦ Print your payroll date range summary to *reconcile pay checks*

▶ **Questions? Call Julie at 360.662.1690**

## Logging In

- ☞ Go to: [www.substituteonline.com](http://www.substituteonline.com)
- ☞ Enter your last name (no first initial)
- ☞ Enter your password
- ☞ Choose **Central Kitsap SD** from the drop-down box
- ☞ Click the **Logon** button



LOG IN

User Name ?

Password ?

Select District

Logon

Central Kitsap School District

# Open Jobs

After logging in, the first screen lists all available jobs:

- ✦ You will not see any open jobs that conflict with a job that you are already assigned to. You must cancel yourself from the original job before you can view other open jobs
- ✦ Any job in which you have been requested by the teacher will show a “Y” in the “Req” column
- ✦ Colors—In the far right “Shift” column, colors are assigned to absences as follows:

The screenshot shows the 'Substitute Online' web application. At the top, there are navigation buttons: HELP, Open Jobs, Personal Info, Review/Cancel, Announ, and Logout. Below this is a table titled '6 Available Opening(s)'. The table has columns for 'Detail', 'Req', 'Employee', 'Description/Schedule', 'Site', 'Start', 'End', and 'Days'. The 'Req' column contains checkboxes, and the 'Days' column contains the number '1'. An arrow points to the 'Days' column. Below the table is a 'Details of Employee' section for Betty Maddox, showing a table with columns for Day, Date, Shift, Bell Schedule, and Amount. At the bottom of the page, there is a 'SUBMIT JOB REQUEST' button and a 'Clear Screen' button.

| Detail                              | Req | Employee        | Description/Schedule  | Site                      | Start     | End       | Days |
|-------------------------------------|-----|-----------------|---|---------------------------|-----------|-----------|------|
| <input checked="" type="checkbox"/> |     | Betty Maddox    | To be entered by Employee                                       | Indian Valley Elementary  | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Margey Barfield | First Grade   | Murwood Elementary        | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Steve Malton    | Dispatch  | Parkmead Elementary       | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Michael Dehnsta | SS 8 period 1/7Sa 6 period 1/2/5/6prep 4                        | Walnut Creek Intermediate | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Alison Ferruso  | SS 8 period 1/2Core 7X period 3/4Core 7 period 5/6prep period 7 | Walnut Creek Intermediate | 7/16/2008 | 7/16/2008 | 1    |

▶ Questions? Call Julie at 360.662.1690

## Open Jobs

### Green

- Jobs available only to “Curriculum” Guest Teachers who have attended the three days of special training
- DO NOT ACCEPT one of these positions if you are not an approved Curriculum Guest Teacher
- Click on **Details** to view whether it is a full or half-day assignment

### Black

- Full-day Guest Teacher jobs
- Classified Support jobs (click **Details** to view hours)

### Red

- Half-day Guest Teacher jobs

## Open Jobs

### ✦ Details

- Click on the far left box next to the job for more information regarding that assignment
- The teacher's phone and email may be listed if they so choose.
- Click the box again to close the detail window

### ✦ Comments/Lesson Plans

- Click on the **Comments/Lesson Plan** at the bottom of your screen to view lesson plans and/or other important information, such as alternate hours or alternate work site information
- Comments/Lesson Plans are printable from your browser
- Always review **Comments/Lesson Plans** before accepting a job

▶ **Questions? Call Julie at 360.662.1690**

# Open Jobs

The screenshot shows a web browser window titled "Substitute Online !!! - Microsoft Internet Explorer". The address bar contains a URL from "www.substituteonline.com". The user is logged in as "Donna Heesen". The main content area displays "6 Available Opening(s)" in a table. An arrow points to the first row of the table, which is selected. Below the table, there is a "Details of Employee" section for Betty Maddox. At the bottom of the page, there is a "SUBMIT JOB REQUEST" button and a "Clear Screen" button. Another arrow points to the "SUBMIT JOB REQUEST" button.

| Detail                              | Req | Employee         | Description/Schedule  | Site                      | Start     | End       | Days |
|-------------------------------------|-----|------------------|---|---------------------------|-----------|-----------|------|
| <input checked="" type="checkbox"/> |     | Betty Maddox     | To be entered by Employee   | Indian Valley Elementary  | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Margery Banfield | First Grade   | Muirwood Elementary       | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Steve Malton     | Dispatch  | Parkmead Elementary       | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Michael Delmista | Sci 8 period 1/7/Sci 6 period 1/2/5/6/prep 4                      | Walnut Creek Intermediate | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Alison Ferraro   | SS 8 period 1/2/Core 7X period 3/4Core 7 period 5/6/prep period 7 | Walnut Creek Intermediate | 7/16/2008 | 7/16/2008 | 1    |

| Day | Date      | Shift | Bell Schedule    | Amount |
|-----|-----------|-------|------------------|--------|
| Wed | 7/16/2008 | ALL   | 7:30am To 2:45pm |        |

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## Accept a Job

- ✦ Click on the **Detail** check-box to the left of the job
- ✦ Click on the **Comments/Lesson Plan** box to ensure you are fully aware of the assignment requirements
- ✦ Click on the Green **SUBMIT JOB REQUEST** button
- ✦ Click **OK** to finish the submit request
- ✦ The next screen will display the job confirmation, please note the job number

Substitute Online !!! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://www.substituteonline.com/subOnline/index.asp?token=fd1da8b6af229e6d4529f8299e141902bc5d513ed3c44db7618f5cd5caf7eca49b6ef413541e5334c46afaf Go Links

Donna Hensen HELP Open Jobs Personal Info Review/Cancel Announc Logout Ready

6 Available Opening(s)

| Detail                              | Req | Employee         | Description/Schedule  | Site                      | Start     | End       | Days |
|-------------------------------------|-----|------------------|---|---------------------------|-----------|-----------|------|
| <input checked="" type="checkbox"/> |     | Betty Maddox     | To be entered by Employee                                       | Indian Valley Elementary  | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Margery Barfield | First Grade   | Murwood Elementary        | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Steve Malton     | Dispatch  | Parkmead Elementary       | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Michael Dehnista | SS 8 period 1/7S 6 period 1/2/S prep 4                          | Walnut Creek Intermediate | 7/16/2008 | 7/16/2008 | 1    |
| <input type="checkbox"/>            |     | Alison Ferruso   | SS 8 period 1/2Core 7X period 3/4Core 7 period 5/6prep period 7 | Walnut Creek Intermediate | 7/16/2008 | 7/16/2008 | 1    |

Details of Employee: Betty Maddox Phone: Email: Not Avail

| Day | Date      | Shift | Bell Schedule     | Amount |
|-----|-----------|-------|-------------------|--------|
| Wed | 7/16/2008 | ALL   | 7:30 am To 2:45pm |        |

Comments/Lesson Plan SUBMIT JOB REQUEST Clear Screen

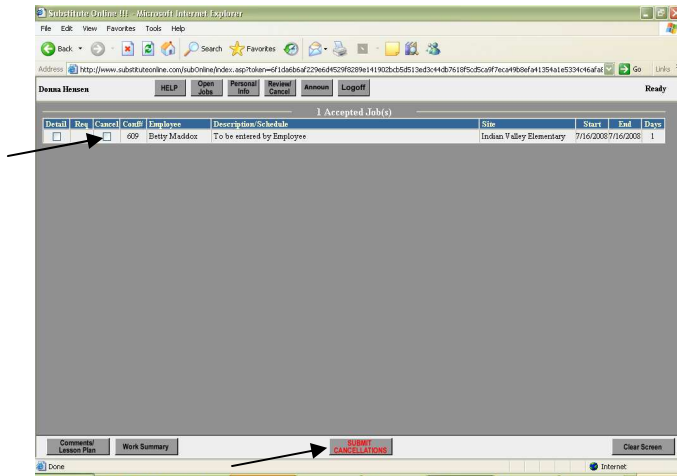
start Microsoft... Guest Te... Substit... Announc... EdRM-L... 11:20 AM

▶ Questions? Call Julie at 360.662.1690



## Cancel a Job

- ✦ Click on the **Review/Cancel** button at the top of the screen to view all jobs you have worked and are scheduled to work for the entire school year
- ✦ To cancel a job:
  - Click on the **Cancel** check-box next to the job you want to cancel
  - Click **OK** to get a confirmation that you have cancelled the assignment
  - Call Julie Farmer at 360.662.1690 when you cancel a same-day assignment
  - When your name is taken off of the job, is will return to the Open Jobs list

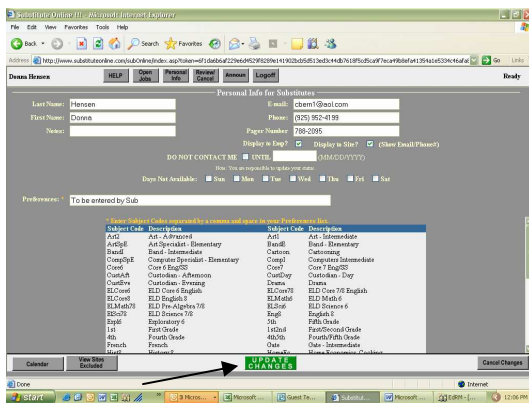


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## Personal Info

Clicking on the **Personal Information** button at the top of the screen will take you to an area that will allow you to change specific information such as:

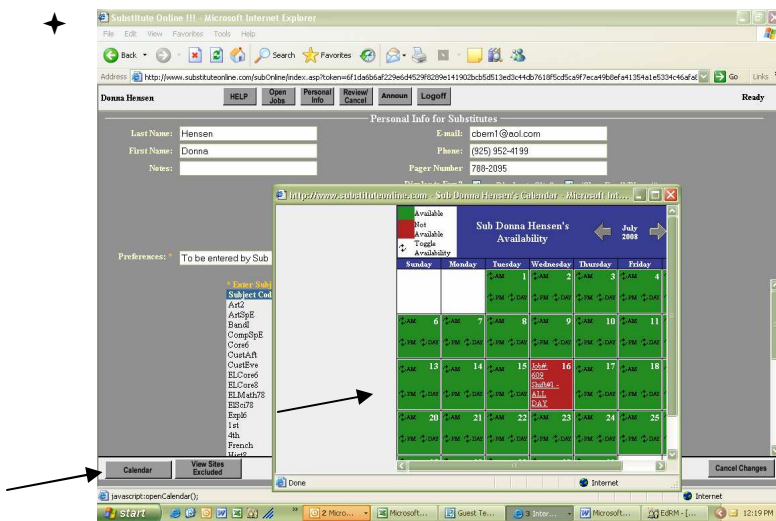
- ✦ Contact Information—make sure your phone number and email address are current
- ✦ Unavailable—If you do not wish to substitute for a period of time, check **DO NOT CONTACT ME until MM/DD/YYYY**
- ✦ Days not available—Indicate which days you are not available to substitute by clicking the appropriate day(s)
- ✦ Excluded sites—If you prefer not to teach at certain sites, click the **VIEW SITES EXCLUDED** button at the bottom of the page; click on the box to the right of schools you do not want to substitute at
- ✦ After making changes, remember to click the green **UPDATE CHANGES** button at the bottom of the page



▶ Questions? Call Julie at 360.662.1690

# Calendar

- ✦ From the **Personal Info** page, click on the **Calendar** button at the bottom of the page
  - Here you can check your schedule and mark specific days you are unavailable to work. Your calendar will open to the current month or use the arrow key to move to the desired month. Red dates indicate you are not available, green dates indicate you are available.
- ✦ Click on the job to view details
- ✦ To mark yourself as unavailable on certain days, click on AM, PM or ALL to mark the day as unavailable
- ✦ Close the window when calendar changes are complete



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A black wavy banner with the white text "FAQ" centered on it.

**I can't seem to log into the website or I get an "Invalid Login" message. What is the problem?**

- ✦ Make sure you are using only your last name as your user name. If you've recently changed your last name, please contact Human Resources about name change procedures
- ✦ Make sure you are using your District-assigned password
- ✦ Make sure **Central Kitsap SD** is selected in the **Select District** drop-down box
- ✦ If you haven't substituted for over a year or your certificate has expired, your account may be inactivated. Please contact Julie Farmer.

**How do I use the calendar to mark myself as unavailable for specific days?**

- ✦ Log into the Substitute Online system
- ✦ Click **Personal Info**
- ✦ Click on **Calendar**
- ✦ Click on **AM, PM** or **ALL** to mark the day as unavailable. During this time your calendar will list you as not available and the district will not contact you to work.

 **Questions? Call Julie at 360.662.1690**

A black banner with a wavy top and bottom edge, containing the text "FAQ" in white, bold, sans-serif font.

### How do I cancel an assignment once I've taken it?

- ✦ See Page 9

### If I take a job for more than one day (for example, a five-day assignment), and I need to cancel one of those days, how do I do that?

- ✦ Log into the Substitute Online system
- ✦ Click on the **Review/Cancel** button
- ✦ Click on the **Detail** check-box next to the job, to view details for each day of the assignment
- ✦ Click on **Cancel** for the day(s) you wish to cancel
- ✦ Click on the **SUBMIT CANCELLATION** button
- ✦ You will get a confirmation that you have cancelled part of the assignment

### What is a "Requested Substitute?"

Employees have the option of adding specific substitute names to their Requested Sub List. When a job becomes available from that employee, the job is held for 48 hours from the time of posting or until 6:00 PM the night before the job begins, whichever comes first. During that time, only substitutes on the teacher's request list will be able to view the job opening. If one of the requested substitutes do not accept the job, it will be released to all available substitutes.

A black wavy banner with the white text "FAQ" centered on it.

**What if I've already pre-arranged a job with a teacher/employee? Do I need to log into Substitute Online to accept the job?**

No. If you and the teacher/employee have already made arrangements, either the teacher/employee or Julie Farmer will input the assignment into Substitute Online. You can view this assignment by clicking on the **Review/Cancel** button.

**Does the system eliminate all calls from the Substitute Office?**

No. Any job that is not filled by the morning of the assignment may be filled manually. If you do not want to be called in the mornings, indicate that on your **Personal Info** page.

**What if I don't have internet access?**

You may call to ask about current job openings:

Julie Farmer

Substitute Facilitator

Hours: Monday-Friday 6:30 AM–3:30 PM

360.662.1690

 **Questions? Call Julie at 360.662.1690**



## **Kudos!**

We sincerely express our gratitude for the invaluable service you will provide for our staff and students here in the Central Kitsap School District! Having a qualified professional's support during the absence of our staff contributes to keeping the learning process ongoing. Our students will benefit from your knowledge, experience and caring manner.

Thank you again for choosing to work as a classified support or guest teacher in the Central Kitsap School District! We appreciate YOU!

Central Kitsap School District

**Board of Directors**

Christy B. Cathcart – President  
Bruce Richards – Vice President  
Eric K. Greene – Legislative Representative  
Carl R. Johnson – Member  
Christopher A. Stokke – Member

**Superintendent**

Gregory J. Lynch

**Affirmative Action/Title IX Officer**

Jeanne Beckon, Executive Director of Human Resources  
(360) 662-1680

**Section 504 Compliance Officer**

Chris Wyatt, Director of Student Services  
(360) 662-1714

U.S. Department of Education, Office for Civil Rights, Region X  
Henry M. Jackson Federal Building  
Mail Code 10-9010  
915 Second Avenue  
Seattle, WA 98174-1099

The Central Kitsap School District provides equal educational and employment opportunity without regard to race, creed, color, national origin, sex, sexual orientation, including gender expression or identity, marital status, the presence of a disability, and other bases protected by applicable law.

Inquiries regarding compliance or complaint procedures may be directed to the School District's Title IX Officer/Section 504/RCW 28A.640 compliance Officer or to the U.S. Department of Education, Office for Civil Rights.

The logo for Central Kitsap School District features a red oval containing the text "Central Kitsap School District" in white. This oval is set against a yellow-to-white gradient background that has a wavy, water-like bottom edge.

**Central Kitsap School District**

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