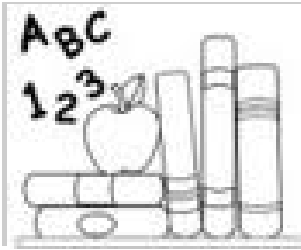

**MORGAN HILL
UNIFIED
SCHOOL DISTRICT**



**2012-2013
Resource Guide
for
Substitute Teachers**

WELCOME TO THE MORGAN HILL UNIFIED SCHOOL DISTRICT

DISTRICT MISSION STATEMENT

The mission of the Morgan Hill Unified School District, serving a diverse community, is to create in students a passion for learning and achievement through innovation, dynamic partnerships, and exceptional programs and support services.

HUMAN RESOURCES MISSION STATEMENT

The mission of the Human Resources Department is to recruit, hire and retain the very best employees who are committed to the district's overarching goal of increasing academic achievement for all students.

District Office Contacts

Steve Betando Assistant Superintendent, Human Resources	408-201-6015
Karen Moore Executive Secretary to Mr. Betando	408-201-6015
Becky Castronovo Human Resources Specialist/Substitute Coordinator	408-201-6020
Danielle Nunes Certificated Payroll Technician	408-201-6063

ACCIDENT / INJURY

Of course we hope you are never injured on the job, but if an injury does occur, the following course of actions is to be followed:

First report the accident / injury to the school site Secretary or Principal where it occurred. The secretary will provide the proper forms to be completed prior to leaving for medical care (unless injury is life-threatening). The school will then notify the Human Resources Department.

For medical attention, you will be sent to either (unless you have designated a specific physician):

US Health Works

7793 Wren Ave
Gilroy, CA 95020
408-848-0444

Santa Teresa Kaiser – Occupational Health Center

275 Hospital Parkway, Suite 565
San Jose, CA 95119
408-972-6800

If you are aware of anything that would be considered hazardous (uneven pavement, broken tile, electrical cords hanging, etc.) please report them as soon as possible to the front office.

REMEMBER – please report all accidents or injuries to the school site Secretary or Principal as soon after the incident as possible.

Payroll Procedures

The pay rate for substitute teachers in the Morgan Hill Unified School District is:

- \$115 per day for a full day
- \$ 65 per day for a half day
- \$135 per day for long-term assignments (11 or more consecutive days in the same classroom). The long-term rate is retroactive to the first day.

The pay period runs from the First day of the month to the Last day of the month.

- Pay checks are mailed to you or direct deposited on the 10th of the following month.

Time Sheets

When you arrive at a school for an assignment you need to check in at the front office and ask to fill out a time sheet. **Be sure to enter the job's confirmation number for that day's assignment.**

The secretary at the school site will be able to assist you and answer any questions you may have about your assignment.

If you have any questions regarding your payroll check you can reach me at 408-201-6020 and we can go over the jobs you worked for that pay period to verify the information. I will then direct you to Danielle Nunes, Certificated Payroll Technician at 408-201-6063.

AESOP

Morgan Hill Unified School District has implemented Frontline Placements AESOP System, the Automated Substitute Employee Management System.

WEBSITE (recommended): www.frontlinek12.com/aesop

- You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times and days.
- Once you accept a job you may access any notes or lesson plans that have been uploaded by the employee.
- Access the User's Guide and Training Videos

PHONE SYSTEM: 1-800-942-3767

- You can proactively search for jobs and manage existing jobs.

Your password will be your phone number including the area code and you will be assigned a PIN #. Once you log into the system, you will have the option to change your PIN #.

Please take advantage of the user's guide and training videos that are available on your personal home page.



Morgan Hill Unified School District

2012-2013 Bell Schedule

Substitute Report Times (30 minutes prior to students arriving & 15 minutes following student release)

School	AM Kindergarten	Late Kindergarten	Full Day Kindergarten	Full Day Bell Schedule	1/2 Day AM (230 Minutes or Less)	1/2 Day PM (230 Minutes or Less)	Full Day
Barrett Elementary Grades K-6	7:50-12:05 MTWTF	9:35-2:15 9:35-1:00 W	n/a	7:50-2:15 7:50-1:00 W	7:20-11:10 (230 minutes)	10:40 - 2:30 (230 minutes)	7:20 - 2:30
El Toro Elementary Grades K-6	7:45-12:20 7:45-11:05 W	9:25-2:00 9:25-12:45 W	n/a	7:45-2:00 7:45-12:45 W	7:15-11:05 (230 minutes)	10:25-2:15 (230 minutes)	7:15-2:15
Jackson Elementary Grades K-6	7:50-12:25 7:50 - 11:05 W	9:30-2:05 9:30-12:50 W	n/a	7:50-2:05 7:50-12:50 W	7:20-11:10 (230 minutes)	10:30-2:20 (230 minutes)	7:20-2:20
Los Paseos Elementary Grades K-6	8:55-1:20	10:30-3:10 10:30-1:55 W	n/a	8:55-3:10 8:55-1:55 W	8:25-12:15 (230 minutes)	11:35-3:25 (230 minutes)	8:25-3:25
Nordstrom Elementary Grades K-6	7:45-12:00	9:30-2:00 9:30-12:45 W	n/a	7:45-2:05 7:45-12:50 W	7:15-11:05 (230 minutes)	10:30-2:20 (230 minutes)	7:15-2:20
Paradise Elementary Grades K-6	7:40-11:30 7:40 - 11:00 W	9:30-2:05 9:30-12:50 W	n/a	7:40-2:05 7:40-12:50 W	7:10-11:00 (230 minutes)	10:30-2:20 (230 minutes)	7:10-2:20
San Martin Elementary Grades K-6	7:45-12:10	9:30-2:10 9:30-12:55 W	n/a	7:45-2:10 7:45-12:55 W	7:15-11:05 (230 minutes)	10:35-2:25 (230 minutes)	7:15-2:25
Walsh Elementary Grades K-6	n/a	n/a	8:15-12:30 (MTWTF 1st 8:15-2:30 8:15-1:30 W	8:15-2:30 8:15-1:30 W	7:45-11:35 (230 minutes)	10:55-2:45 (230 minutes)	7:45-2:45
Britton Middle School Gr	n/a	n/a	n/a	9:00-2:50	8:30-12:20 (230 minute)	11:15-3:05 (230 minutes)	8:30-3:05
Murphy Middle School Gr 7-8	n/a	n/a	n/a	9:00-3:05 MTTF 9:00-1:50 W	8:30-12:20 (230 minutes)	11:30-3:20 (230 minutes)	8:30-3:20
Ann Sobrato High School (9-12)	n/a	n/a	n/a	8:00-3:08 MTTF 9:00-3:08 W	7:30-11:20 (230 minutes)	11:35-3:25 (230 minutes)	7:30-3:25
Live Oak High School (9- 12)	n/a	n/a	n/a	8:10-3:08 MTTF 8:40-3:08 W	7:40-11:30 (230 minutes)	11:35-3:25 (230 minutes)	7:40-3:25
Central Continuation HS (10-12)	n/a	n/a	n/a	8:00-2:18 MTTF 9:00-2:27 W	7:30-11:20 (230 minutes)	10:45-2:35 (230 minutes)	7:30-2:35



MORGAN HILL UNIFIED SCHOOL DISTRICT
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www.mhu.k12.ca.us

