



2018-2019

Guest Teacher Handbook

Guest Teacher Services

405-366-5979

SmartFindExpress

405-217-0260

The role of a guest teacher is important to the success of the instructional program of the Norman Public Schools. Through your services and those of other guest teachers, learning can continue when regularly assigned teachers are not present in the classroom.

Recommendations from a committee of teachers and administrators were used in preparing this handbook. It is designed to help you learn about the guest teacher program of the Norman Public Schools and your role as a valued member of the instructional team.

It is the policy of the Norman Public School system to provide equal opportunities without regard to race, color, national origin, sex, age, or qualified handicap, and includes, but is not limited to, admissions, access to, and treatment in educational services, financial aid, and employment.

Guest Teacher Handbook

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Thank you for your interest in serving as a guest teacher for the Norman Public Schools.

The guest teacher is a vital part of any school program, and we as a district have been fortunate in having well-prepared guest teachers available. Because of the difficulty involved in coming into a school with little planning and preparation, it is important that the guest teacher and the principal understand the responsibilities and obligations of each role.

Every guest teacher associated with the Norman Public Schools is an important member of the instructional staff. The services a guest teacher provides to the students and to the teachers of this school system is necessary. Regardless of the reason for the absence of the regular teacher, the opportunities for students to learn cannot be sacrificed. Since instruction of children must continue, services of dependable and well-prepared guest teachers are essential.

Guest teachers are considered part of the total professional family, and as such, contribute much to the general morale of the regular teacher. The desire to work as a guest teacher indicates an interest in and an understanding of children as they perform within a classroom setting. Furthermore, it implies a willingness to be alert and imaginative to meet the challenges of changing assignments from day to day.

The environment that may be receptive to a guest teacher and conducive to teaching and learning comes from the combined efforts of the principal, teacher and students. Consequently, the degree of success a guest teacher may experience is related directly to the preparation made by all parties involved.

The responsibilities of a guest teacher are in general the same as those of the regular classroom teacher. The guest teacher must maintain the interest of the students, follow the plan prepared by the classroom teacher, and fulfill the teacher's responsibilities of reporting, completing records, and working on committees in case of a long term assignment as a guest teacher. Guest teachers must observe the school policies in regard to grading, discipline, safety of students, teachers and parents. The building principal should be notified if any assistance is needed.

A successfully completed assignment will result in personal satisfaction for the students in doing profitable work, for the guest teacher in having an enjoyable and problem free day, and for the regular teacher in receiving a report that all went well and the objectives for the day were attained.

Again, thank you for helping us meet the needs of our students, faculty and district through your service.

Sincerely,

Jason Brown
Deputy Superintendent

CORPORAL PUNISHMENT

STATE AND LOCAL BOARD OF EDUCATION MANDATE

CORPORAL PUNISHMENT MAY NOT BE ADMINISTERED AS A METHOD TO CORRECT STUDENTS' BEHAVIOR OR TO MAINTAIN ORDER AND DISCIPLINE IN THE SCHOOL. (NORMAN PUBLIC SCHOOLS, BOARD POLICY #8156, PG. 8)

CODE OF ETHICS

The guest teacher's role is essential to the success of the educational program. Only through the services of the guest teacher can learning continue when the regularly assigned teacher is not present in the classroom.

The guest teacher functions in the same manner as the regular teacher; therefore, it is important that he/she meet the Norman Public schools guest teacher requirements. It is also important the guest teacher practice the following code of ethics.

The Guest Teacher:

- Shall always treat the student with respect and dignity.
- Shall, if possible, maintain the prescribed program of the regular teacher.
- Shall dress appropriately for a professional position.
- Shall not use profanity.
- Shall not deliberately make a false statement related to competency and qualifications in an application for a guest teacher's position.
- Shall not disclose information about educators obtained in the course of professional services unless disclosure serves a compelling professional purpose or is required by law.
- Shall not knowingly make false or malicious statements about persons in the profession.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not verbalize comparisons of teachers or procedures at one school as opposed to another school.

Some General Dos and Don'ts

DO be consistent in application of discipline and fair in your requirements and assignments.

DO show courtesy to every student and display trust and confidence in them all. Don't show dislike for any pupil.

DON'T refuse to let a student tell you his/her side of the situation. **DO** be willing to fully consider mitigating circumstances.

DON'T talk about the misdeeds of students except to those who have a right to know.
DON'T openly compare one pupil to another.

DO admit you've made a mistake and apologize if you've treated a student unjustly.

DO make sure punishments are appropriate for the misbehavior, and explain to the student why he/she is being punished.

Helpful Tips

1. Be honest in what you say and do.
2. Be fair. It isn't punishment, but injustice, that makes a child rebel against you.
3. Be friendly. Always show an interest in what students are doing.
4. Commend good qualities and action.
5. Try to be constructive, not repressive, in all dealings with students.
6. Never give an order you do not intend to enforce.
7. Say, "do this" rather than "don't do that". Suggest actions which can be successfully obeyed.
8. Give a child time for reaction.
9. Have a reason for what you ask a child to do, and when possible, take time to give the reason.
10. A sense of humor is valuable.
11. Do not take your personal feelings and prejudices out on the students.
12. Do not lose your temper; maintain poise at all times.
13. Look for good qualities - all students have them.
14. Bear in mind that misbehavior is seldom willful.
15. Never hold a student up to public ridicule.

Classroom Management Steps

Step 1

Leave things alone when no problems are likely to ensue.

Leave a situation or student behavior alone when all indications are there is not a real problem. This is generally the case with any situation, which fulfills all three of the following conditions:

1. The behavior will almost certainly go away without your getting involved.
2. No one is being harmed.
3. There is no danger of a "ripple effect" (i.e., other students are unlikely to initiate or repeat the disruptive students' behavior.)

Step 2

End the action indirectly when the behavior is disrupting classroom activities.

End the action whenever, in your judgment, a true disciplinary problem exists. This will generally be the case in a situation that fulfills any one of more of the following conditions:

1. The problem-related behavior is disrupting individual and/or group learning activities.
2. The situation will, if left alone, deteriorate rather than improve.
3. Someone may get hurt.

When you take action indirectly, you do so without telling the student explicitly what you want him/her to start or stop doing. There are three progressive steps you might take to end any disruptive classroom behavior indirectly. The progression is from the simplest to the most demanding.

1. You can "eyeball" the student.
2. You can reduce the distance between yourself and the student.
3. You can call the student by name and specify the problem.

Step 3

Attend more fully when you need to obtain more information and/or communicate.

In general, Option #3 can be used when any one of the three conditions listed below are fulfilled:

1. A high level of emotion is evident in a student's behavior and/or appearance.
2. A student needs to know that you are aware of the situation.
3. You need to hear more from the student about what is going on.

Attending fully involves two related activities on your part:

1. Asking questions to get information from the student(s).
2. Responding to what the student(s) is doing or saying in order to show that you understand.

Step 4

Spell out directions when disruptions and/or harm will occur. In general, this will be a situation that fulfills either one of the following conditions:

1. The disruption is severe enough to make further learning impossible.
2. If a student is risking harm to himself and/or to others, you must first end the action (Option #2) and attend more fully (Option #3). Then having as full an understanding as possible of what is going on, spell out directions for the student involved. It is better to do this in a positive way, in terms of what students should do, rather than negatively in terms of what they should not do. There are two separate steps:
 - a. Tell the student what you want him/her to do.
 - b. Outline for the student the inevitable consequences of his/her continued problem-related behavior. There is a fundamental difference between outlining consequences and threatening the student.

Check with each school to determine its disciplinary policies.

Step 5

Track student progress when following through to evaluate and reinforce behavior.

Tracking a student's progress means seeing how a student is behaving following his/her involvement in some type of disciplinary situation. There are four different activities in which you may engage:

1. Evaluate new behavior of the student involved. (Is he/she doing what you asked?)
2. Follow through on previously outlined consequences, if the student is not doing as requested.
3. Provide positive reinforcement in a direct manner (e.g., praising more constructive behavior) or an indirect manner (e.g., giving the student a chance to lead a discussion).

A Design for Discipline, Infopac No. 12, National Education Association 1978.

Used with permission from NEA, 1980.

WAYS TO MAINTAIN CLASSROOM DISCIPLINE

Helping students to govern their own behavior in ways that help them learn is a long-standing goal of all teachers. There are a number of ways in which a teacher can promote good discipline in the classroom.

Be Friendly. Be the kind of person children like and trust; be firm, fair, friendly, courteous, enthusiastic, and confident; keep your sense of humor.

Get To Know Your Students. You will soon develop almost a sixth sense for anticipating trouble before it begins, and don't act as though you expect trouble or you will almost certainly encounter some.

Don't Threaten. Never use threats to enforce discipline. Never humiliate a child.

Avoid Arguing With Students. Discussions about class work are invaluable, but arguments can become emotional encounters.

Let The Students Know You Care. Show interest in what students say, whether or not it pertains directly to the lesson.

Keep Rules Simple. Establish as few classroom rules as possible, and keep them simple.

Follow Classroom Management Steps

Additional Guest Teacher Information

1. Use of cell phones when students are present is inappropriate and you are asked to refrain from doing so unless it is an emergency.
2. Use of computers, iPads, etc. is also prohibited unless needed to carry out the lesson plan left by teacher.
3. Taking pictures of students is not allowed.
4. While serving as a guest teacher you may never post pictures or comments about your guest teacher jobs. This is an invasion of student privacy and is clearly stated in the FERPA information all NPS personnel are required to watch each year through the GCN program.

Choosing to ignore any of these restrictions is immediate cause for being removed as a guest teacher.

QUALIFICATIONS AND EMPLOYMENT REQUIREMENTS

1. The School District hires guest teachers by the job to fulfill fixed, time-specific, temporary positions. The names of persons who are authorized to serve as guest teachers will be kept by the Personnel Office in the Smart Find Express (SFE) for the ensuing school year. However, before such person will actually be called to serve as a guest teacher during the ensuing school year, he or she must attend a Guest Teacher Orientation Program.

2. Norman Public Schools gives preference to hiring guest teachers with valid Oklahoma Teaching Certificates. There is a limit of **120** school days during the school year if the guest teacher holds a valid Oklahoma Teaching Certificate. Guest teachers who hold either a bachelor's level college degree or a lapsed or expired Oklahoma Teaching Certificate may teach up to but no more than **100** days in any school year. Guest teachers who have graduated from high school may teach up to but not more than **100** days in any school year. The number of days will include all assignments, classroom teaching and teaching assistant.

3. All guest teachers must have at least a high school diploma.

4. All guest teachers must attend an orientation session every school year.

5. Other in-service training may be required.

6. Guest teachers may be removed from the guest teacher pool without notice or cause.

Checklist to Become a Guest Teacher

1. Complete an on-line application through NPS website. (If you are a returning Guest Teacher you do not need to reapply.)
2. Have a Criminal History Background Check done.
3. Complete GCN online training.
4. Bring two forms of identification to be copied.
5. Attend one guest teacher orientation per school year.

ALL items must be completed before you will be activated in SmartFindExpress. You will receive an email when you are activated. You cannot enter a classroom until you have received this email.

GCN Training

Each guest teacher for NPS will need to print or email the certificate of completion to the Guest Teacher Coordinator for the following GCN training tutorials.

1. Alcohol/Drug Awareness
2. Blood borne pathogens
3. Bullying
4. Child abuse
5. FERPA
6. Hazardous communications
7. Title IX

Steps to complete the online GCN training:

1. Go to the NPS website - www.normanpublicschools.org
2. Visit the Guest Teacher page under Employment Opportunities. Navigate to the Links page and click on the GCN link.
3. Click LOGIN to view Training
4. Select new user or existing user. **Returning guest teachers** choose **existing user**. **New guest teachers** choose **new user**.
5. Enter the Organizational ID: 74682n and submit
6. Enter your preferred personal ID: Use the first initial of your first name and your entire last name. If you are returning please use the email you used in the past to login.

Example: Suzy Substitute Preferred personal ID: ssubstitute

PAY SCHEDULE FOR 2018-2019 SCHOOL YEAR

CERTIFIED GUEST TEACHERS:

A guest teacher with a valid Oklahoma teaching certificate in the Personnel Services office prior to employment is paid \$70.00 per day or \$35.00 for a ½ day. If the teaching certificate is received after employment a copy will need to be given to Personnel Services. A certified guest teacher contract will also need to be signed. **Once the paperwork is processed the guest teacher will start receiving certified pay from that day forward.** Norman Public Schools gives preference to currently certified teachers as guest teacher. **Maximum teaching days: 120, includes teaching and teaching assistant assignments.**

NON-CERTIFIED GUEST TEACHERS:

A guest teacher who does not hold a valid Oklahoma teaching certificate is paid \$60.00 per day or \$30.00 for a ½ day. **Maximum teaching days: 100, includes teaching and teaching assistant assignments.**

GUEST TEACHERS FOR TEACHER ASSISTANTS:

A guest for a teacher assistant is paid \$55.00 per day or \$27.50 for a ½ day. **Maximum teaching days: 100, includes teacher and teaching assistant assignments.**

GUEST TEACHERS FOR RESIDENTIAL FACILITIES:

A guest teacher for a residential facility is paid \$70.00 per day or \$35.00 for a ½ day. A "residential facility" is a private, state or correctional facility, which meets the educational, living and counseling needs of children in a non-school setting. The residential facility classrooms are located at various sites within Norman. (Cleveland County Regional Juvenile Detention Center, Cornerstone Group Home, Crossroads Emergency Juvenile Shelter, J.D. McCarty Center, Lighthouse Group Home, 4G Oklahoma Juvenile Center, Children's Recovery Center, Red River Youth Academy, Southern Plains Treatment Services, F. Dwayne Beggs Detention Center, Keystone Group Home, Harbor House) Assistance with discipline is provided from the facility staff.

DIRECT DEPOSIT IS AVAILABLE FOR YOUR CONVENIENCE. YOU ARE ENCOURAGED TO TAKE ADVANTAGE OF THIS BENEFIT.

PAYCHECKS WILL BE MAILED TO ALL GUEST TEACHERS NOT ON DIRECT DEPOSIT.

PAY PERIOD

Aug. 1 - Aug. 31
Sept. 1 - Sept. 30
Oct. 1 - Oct. 31
Nov. 1 - Nov. 30
Dec. 1 - Dec. 31
Jan. 1 - Jan. 31
Feb. 1 - Feb. 28
Mar. 1 - Mar. 31
Apr. 1 - Apr. 30
May 1 - May 31

(First Guest Teacher Pay Period)

(Last Guest Teacher Pay Period)

PAY DAY

Sept. 28
Oct. 31
Nov. 30
Dec. 28
Jan. 31
Feb. 28
Mar. 29
Apr. 30
May 24
June 28

**Norman Public Schools
Workday Schedule
Monday – Friday**

<u>Position</u>	<u>Hours</u>
<u>Elementary Schools</u>	
Educational Assistant	7:25 to 3:25
Teaching Staff	7:25 to 3:10
Half day	7:25 to 11:25 / 11:10 to 3:10
<u>Middle School</u>	
Educational Assistant	8:10 to 4:10
Teaching Staff	8:10 to 4:00
Half day	8:10 to 12:10 / 12:00 to 4:00
<u>High School</u>	
Educational Assistant	8:25 to 4:25
Teaching Staff	8:35 to 4:25
Half day	8:35 to 12:35 / 12:25 to 4:25

ROLES AND RESPONSIBILITIES

PRINCIPAL'S RESPONSIBILITIES

1. The guest teacher should be met by someone in the building and escorted to the room of the absent teacher. The guest teacher should be shown the teachers' lounge, restrooms, and cafeteria if it is the first time in the building.
2. If necessary, keys should be provided to the guest teacher along with the lesson plans and an up-to-date folder containing materials listed in the Teacher Responsibility section of this handbook.
3. The first time a guest teacher is in the building he/she should be provided with a copy of the teacher's manual in order to become acquainted with the rules and regulations of the building.
4. If possible, it would be helpful to have a teacher from the same grade level/subject area assigned to the guest teacher in order to provide assistance as needed.
5. The guest teacher should be expected to fulfill the assigned duties of the regular teacher for which he/she is guest teacher.
6. Guest teacher evaluation forms should be completed and sent to the Personnel Office.

TEACHER'S RESPONSIBILITIES

The teacher will provide the guest teacher with an up-to-date folder containing the following materials:

1. Daily lesson plans which clearly indicate the text and assignments.
2. Daily schedules.
3. Up-to-date list of students' groupings in reading, speech, music, etc.
4. Special days or events, and procedures used in observance.
5. List of students with assigned responsibilities.
6. Seating charts.
7. Class rosters.
8. Attendance taking procedure.
9. Cafeteria procedure.
10. Classroom teacher's duty assignments in the hall, playground, bus duty, cafeteria, *must be clear*.
11. Emergency procedures for fire, storm, tornado, etc....
12. Floor plan of building.
13. Discipline procedures.

The teacher will complete an evaluation form on each guest teacher and submit it to the principal.

GUEST TEACHER'S RESPONSIBILITIES

REPORTING TO AN ASSIGNMENT

1. Get a city map. Locate schools and parking areas. Learn alternate routes to schools to use when encountering street closings/congestion.
2. Be prepared to arrive at the assigned school 30 minutes before school starts, unless told otherwise, and be prepared to stay 30 minutes after classes are dismissed. **If you have an emergency and have to cancel at the last minute**, call SFE as soon as possible then notify the school and also the help desk (366-5979).
3. Report to the principal's office upon arrival. Make sure to sign in. Ask for special instructions such as: extra duties, irregularities in the schedule, instructional materials, and responsibilities as to the lunch hour or any changes planned that will affect the usual procedure for the day. Be flexible. Check the teacher's mailbox to see if there are any bulletins, messages or announcements. Personal mail should be left in the box.

CLASSROOM PROCEDURE

1. Keep a dated list of student attendance. All teachers should have a folder for guest teachers with a procedure outlined for attendance. **DO NOT WRITE IN THE TEACHER'S GRADE BOOK.** The dated list of student attendance may be used for several days if you are on a long assignment.
2. Do not change the seating arrangement or any other part of the room organization except for temporary grouping of pupils for instruction or group work.
3. Familiarize yourself with emergency procedures. Know the route your students will take to exit the building for fire drills. Be aware of tornado procedures.
4. Follow the lesson plans of the regular teacher. Nothing should be substituted for the regular program without the consent of the principal. Supplemental activities should not replace the teacher's plans, but they may be used if the guest teacher has completed the day's assignments or has discussed changes in the lesson plan with the principal.
5. Plan to spend the entire time working with students. Keep all students assigned to you under supervision at all times.
6. **DO NOT LEAVE THE ROOM UNATTENDED AT ANY TIME.**
7. Supervision of the halls or corridors is the responsibility of all teachers, especially when pupils are coming into the building or leaving the building at bell time.
8. Remain in the classroom until all your students are dismissed. **Remain in the building until the classroom teacher's end of day.** Close windows, if opened, put up books and supplies, tidy desk and be sure and leave the room in good order.

9. If teaching for an extended time, attend all scheduled meetings. Building principal will confirm this.
10. In the event of a student accident or health problem, the principal is to be notified.
11. Do not leave the building during lunch or planning periods without checking out at the office.

COMPLETING AN ASSIGNMENT

1. Return any supplies that belong to the office. **DO NOT TAKE KEYS, CLASS RECORDS, OR THE GUEST TEACHER NAMETAG FROM THE SCHOOL.**
2. Leave any papers or written assignments that were assigned during the day for the teacher to grade, unless requested by the teacher to grade the work.
3. Leave a report of the work covered and add any special problems or comments for the regular teacher.
4. Leave the room in good order for the classroom teacher and the custodians. Close and lock windows, turn out lights, and lock doors when leaving.
5. Stop by the office before leaving the building and turn in keys.
6. Check to see if there is information concerning the return of the regular teacher.
7. Inform the principal of any unusual incidents that occurred during the day, especially those which may necessitate a conference with either students or parents.
8. Obtain copies of the "Guest Teacher Report" from the office, fill it out and leave with the building principal.
9. Ask the principal if your services will be needed the next day.
10. Do not leave the building if you have last hour planning period. Check with building principal for duties

LUNCH TIME RESPONSIBILITIES

At lunchtime **DO NOT** plan to go out for lunch until you are sure that you have no lunch duties. Check with office if you are leaving the grounds during that time. You may eat in the school cafeteria or any other area designated for teachers to eat. **Dress for all kinds of weather as you may have outside duty.**

ITEMS REQUIRING OFFICE APPROVAL

1. Guest teachers are not to excuse students to leave school under any circumstances. If a circumstance arises which may warrant an excuse, send the student to the principal's office. Be sure to let the office know when you send a student from the classroom to the office for any reason.
2. Notes or any other communications should not be sent to the parents without permission of the principal.
3. Accidents involving any student in your care must be reported immediately to the principal.
4. Do not keep students after school hours without permission from the principal.
5. Do not allow any visitors in the class without official approval.

SPECIAL PROGRAMS

The Norman Public School District has various educational programs throughout the school day in an attempt to meet the needs of all students. You may have small groups of students scheduled for resource room classes, remedial reading, speech therapy groups, and/or for counseling. This should be indicated on the lesson plans or daily schedule.

Music and physical education classes conducted by another teacher may involve your entire class for one period of the day at elementary level. You will have that time to prepare for the next class.

REFERENCE INFORMATION

When seeking future employment if you want to use Norman Public School as a reference source:

1. Reference forms should be sent to the school sites where you worked most frequently.
2. Reference forms **should NOT be sent** to the Personnel Department or the Guest Teacher Coordinator.

GUEST TEACHER REPORT

The purpose of this report is to give feedback to building personnel as to the day's activities. Please comment on the items below and return this form to the building principal.

Name of Guest

Teacher: _____

Name of

Teacher: _____

Date of Guest Teacher

Assignment: _____ **Site/Subject/Grade:** _____

1. Were the lesson plans adequate? Yes _____ No _____

Comments: _____

2. Were you informed of schedules, lunch and dismissal procedures, etc? Yes _____ No _____

Comments: _____

3. Was school staff helpful and cooperative? Yes _____ No _____

Comments: _____

4. Would you substitute for this teacher again? Yes _____ No _____

Comments: _____

5. List below any specific classroom or individual student problems:

Class/Period	Comments
_____	_____
_____	_____
_____	_____

6. What can our school staff do to help substitutes in the future?

Substitute Signature

Date

NORMAN PUBLIC SCHOOLS
GUEST TEACHER EVALUATION

NAME OF GUEST TEACHER: _____

SCHOOL: _____

SUBJECT/GRADE: _____

Name of Classroom Teacher: _____ Date of Assignment: _____

PROFESSIONAL CHARACTERISTICS

	SATISFACTORY	UNSATISFACTORY
Effectiveness in working with students	_____	_____
Effectiveness in working with school staff	_____	_____
Willingness to adapt to the situation	_____	_____
Willingness to use lesson plans	_____	_____
Willingness to carry out the work of the regular teacher. i.e., lunch duty assignments, etc.	_____	_____
Discipline	_____	_____

Comments: _____

PERSONAL CHARACTERISTICS

Appearance	_____	_____
Promptness	_____	_____
Attitude and Disposition	_____	_____
Judgment	_____	_____

Comments: _____

Recommended for continued employment: Yes Yes, with reservations No

 Signature of Person Completing Evaluation

 Title

 Date

**SmartFindExpress
Guest Teacher Reference Guide**

System Phone Number 405-217-0260
Help Desk Phone Number 405-366-5979
Write your PIN number here _____
SmartFindExpress Access ID is your employee ID number

THE SYSTEM CALLS GUEST TEACHERS DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am and continues until 40% completion of jobs.	5:00-10:00 pm daily
Saturday		12:00 pm-10:30 pm
Sunday	None	12:00 pm-10:30 pm
Holidays	None	6:00 pm-10:00 pm

Registering with the System

1. Call the main system number.
2. Enter you Access ID, followed by the star (*) key.
3. When the system asks for your PIN, enter you Access ID again, followed by the star (*) key.
4. Create your PIN. Enter the PIN you want to use followed by the star (*) key. The PIN must be numeric and at least six digits long.
5. You will be asked to record your name. Record your name and when you have finished recording, press the star (*) key.

Logging into SmartFindExpress

1. Open your Internet browser and access the SmartFindExpress site. The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID and Password. Click submit to access they system.

***You must be registered with the system to use this feature.**

Available Jobs

Click on the Available jobs Menu

1. Click the search to display all available jobs, or enter a date range for your search.
2. The system displays the list of available jobs. Job listings are preceded by a “Details” link.
3. View the details of the job on the Available Jobs Detail page. You can also accept the job, decline the job, or return to the jobs list.
4. To accept a job, click Accept Job. The Available Jobs Confirmation screen displays. If the job assignment is successful, a job number is displayed.
5. To decline a job, click Decline job. You may be required to enter a reason for the decline. A Decline message displays on the Available Jobs screen.

Finding and Accepting Jobs over the Telephone

Call in

From the main menu, select one of the following options.

1. Review or Cancel Assignments

Job information is played. Current and future jobs are played in job number order. After each job is played, you may be allowed to cancel the job. If this option is not played, contact the system operator. To cancel a job, enter a reason from the list of decline/cancellation reasons. Canceling an assignment on the day of the job may result in being disqualified from being offered other jobs for today.

2. Hear Available Jobs

If feature is enabled, listen to the available jobs. During morning callout, only jobs for today are played.

Call out

Guest Teachers are called and offered jobs. The system may also call to inform a guest teacher of an assignment cancellation.

Job Offers

When the system calls you about an open job, the job information will play, including the absent employee’s name, the location, classification, and dates and times of the job. Also, if special instructions were recorded for the job, they will be played. You can accept or decline the assignment. If you decline the assignment you will be asked to enter a reason for the decline and you may be disqualified from the other job offers for that day during the morning callout.

NORMAN PUBLIC SCHOOLS

District I-29

Norman, Oklahoma

BOARD OF EDUCATION

Cindy Nashert	President
Chad Vice	Vice President
Dr. Dan Snell	Member
Linda Sexton	Member
Dirk O'Hara	Member

Superintendent and Assistant Superintendents

Dr. Nick Migliorino	Superintendent
Jason Brown	Deputy Superintendent / Title IX Administrator
Brenda Burkett	Chief Financial Officer
Justin Milner	Chief Operating Officer
Dr. Shirley Simmons	Assistant Superintendent of Educational Services
Holly Nevels	Assistant Superintendent of Student Services

Personnel Services:

Sharla Hill	Guest Teacher Coordinator
Taylor Hughes	Benefits Specialist
Allie Polk	Benefits Specialist
Kelly McKinnon	Receptionist-North
Cathy Tsiao	Receptionist-South
Shelley Nashert	Personnel Secretary
Melanie Meiser	Secondary Certified Specialist
Brooke Imhoff	Elementary Certified Specialist
Melissa McDonald	Support Employee Specialist

Payroll:

Janine Warren	Accounting Coordinator
Lois Clubb (A-G)	Payroll Specialist
Rhonda Followwill (H-O)	Payroll Specialist
Pam Beller (P-Z)	Payroll Specialist

SITE ADMINISTRATORS

SITE	PRINCIPAL	LOCATION	PHONE
Elementary:			
Adams	Patricia Thomason, Principal Susan Powell, Asst. Principal	817 Denison	366-5972
Cleveland	Ty Bell, Principal	500 N. Sherry	366-5875
Eisenhower	Danielle Eikel, Principal Andrea Crowe, Asst. Principal	1415 Fairlawn	366-5879
Jackson	Jill Cliburn, Principal	520 Wylie Rd.	366-5884
Jefferson	Carla Atkinson, Principal	250 N. Cockrel	366-5889
Kennedy	Alisa Stieg, Principal Brooke Davis, Asst. Principal	621 Sunrise	366-5894
Lakeview	Paula Palermo, Principal	3310 NE 108th	366-5899
Lincoln	Olivia Dean, Principal	915 Classen	366-5904
Madison	Dominic Barone, Principal	500 E. James	366-5910
McKinley	Carol Emerson, Principal	728 S. Flood	366-5914
Monroe	Cindy Stone, Principal	1601 S. McGee	366-5927
Reagan	Kelly Otis, Principal Brittany Venk, Asst. Principal	1601 24 th Ave., SE	366-5994
Roosevelt	Tiffany Dixon, Principal TBD, Asst. Principal	4250 W. Tecumseh	447-6581
Truman Primary	Kristie Eselin, Principal	601 Meadow Ridge Rd.	366-5949
Truman Elementary	Robye Kay Jackson, Principal	600 Parkside Rd.	366-5979
Washington	Dr. Linda Parsons, Principal TBD, Asst. Principal	600 48th St. SE	366-5984
Wilson	Chris Crelia, Principal	815 N. Peters	366-5932
Secondary:			
Alcott Middle	Dana Morris, Principal Ethan Davis, Asst. Principal Tracy Huntley, Asst. Principal	1919 W. Boyd	366-5845
Irving Middle	Jonathan Atchley, Principal Kevin Hogan, Asst. Principal Patrick Gay, Asst. Principal	125 Vicksburg Ave.	366-5941
Longfellow Middle	TBD, Principal John Braly, Asst. Principal. TBD, Asst. Principal Kim Hutchinson, Asst. Principal	215 N. Ponca	366-5948
Whittier Middle	Kendall Still, Principal Jason Sanders, Asst. Principal Dr. Jimieanne Kite, Asst. Principal Elizabeth Olsen, Asst. Principal	2000 W. Brooks	366-5956
Norman High	Dr. Scott Beck, Principal Shayna Kutt, Asst. Principal TBD, Asst. Principal Clinette Franks, Asst. Principal. Kristy Smith, Asst. Principal	911 W. Main	366-5812
Norman High North	Dr. Peter Liesenfield, Principal Lorenzo Alferos, Asst. Principal Stephanie Williams, Asst. Principal Ann Blatt, Asst. Principal TBD, Asst. Principal	1809 Stubbeman	366-5954
Alternative:			
Dimensions Academy North	Paul Tryggestad, Director	1120 E. Main	579-1880
Dimensions Academy South	Linda Mace, Asst. Director	1101 E. Main	366-0545

Special Facilities

Cornerstone Group Home
4201 28th Ave. NW
Norman 73069

Crossroads Emergency Juvenile Shelter
1650 W. Tecumseh Rd
Norman 73069

J.D. McCarty Center
2002 E. Robinson
Norman 73071

Keystone Group Home
3530 MacDonnell Dr.
Norman 73071

Lighthouse Group Home
2801A Venture Dr.
Norman 73069

Red River Youth Academy - RTC
3400 Deskin Dr.
Norman 73069

Red River Youth Academy - Day Treatment
3400 Deskin Dr.
Norman 73069

Southern Plains Treatment Services
4201 24th Ave. NW
Norman 73069

Children's Recovery Center
320 12th Ave. NE
Norman 73071

Cleveland County Regional Juvenile Detention Center
1650 W. Tecumseh Rd. #100
Norman 73069

Community Works Day Treatment
421 W. Gray St.
Norman 73069

Promise Program
1650 W. Tecumseh Rd. Suite #400
Norman 73069

Please contact Samantha Danner with any questions concerning our Special Facilities - 366-5996

Bright Beginnings Academy 2017-2018

Bright Start Early Education Center
AKA- Kinderberry
2795 Broce Drive 73072
405-364-1234 or 405-364-2323
NPS Liaison School is Roosevelt

CCFI, Center for Children and Families Inc.
210 S. Cockrel 73071
405-364-1420
NPS Liaison School is Jefferson

McFarlin Day Care Center
419 S. University Blvd. 73072
405-329-2170
NPS Liaison School is Madison

First Baptist
211 W. Comanche 73069
405-579-7571
NPS Liaison School is Wilson

Middle Earth Child Development Center
201 Triad Village Dr. 73071
405-561-7579
NPS Liaison School is Eisenhower

North Haven
4600 36th Ave. N.W. 73069
405-321-8170
NPS Liaison School is Truman Primary

YMCA
1350 Lexington Ave 73069
405-364-9622
NPS Liaison School is Jackson

**Please contact Denise Massey with any questions concerning our Bright Beginnings
Academy - 366-0531**

NOTES

NOTES

THE SMART FIND EXPRESS NUMBER IS AVAILABLE 24 HOURS A DAY,
7 DAYS A WEEK.

SmartFindExpress....1-405-217-0260

www.normanpublicschools.org

GUEST TEACHER Coordinator

Sharla Hill

shill3@norman.k12.ok.us

(405) 366-5979

SmartFindExpress

Access ID:_____

PIN:_____