



SOURCE 5

Resources

5.1

Source4Teachers'
Company Standards

- Professional appearance/attire
- Respect
- Teaching with confidence
- Enthusiasm
- Effective communication skills
- Positive attitude
- Cooperation
- Problem solving
- Flexibility

5.2 SAFETY PRINCIPLES

Accident and Injury Prevention

- All occupational injuries and illnesses can be prevented.
- Each employee has the responsibility to work safely.
- Taking preventative measures to avoid on-the-job injuries is our major priority.
- If an accident does occur, we want to learn from it and prevent future recurrences.
- Source4Teachers is committed to your safety as our employee!

PREVENTION

- Always wear the appropriate footwear for your job. Please be sure to consider weather conditions and classroom environment.
- Never stand on chairs.
- Use handrails.
- Provide sufficient lighting for your tasks.
- Don't risk serious injury by taking shortcuts.

BEHAVIOR CONCERNS

- Talk to the students; unpredictable behavior is more likely when the student does not understand what is happening to them.
- Plan moves in advance. Refer to students' Individualized Education Programs and make sure all equipment is available and ready to use.
- Positive, rather than negative interventions should be emphasized whenever possible to manage student behavior.
- Positive techniques range from positive verbal statements to specific tangible rewards.

ACCIDENT INVESTIGATION AND REPORTING PROCEDURE

1. Immediately report accidents to the school nurse.
2. The nurse and injured employee will partner to complete an injury report.
3. Contact Source4Teachers' human resources department at (877) 983-2244 for appropriate medical attention. Source4Teachers will assign a medical facility to assess your injury.
4. Source4Teachers will complete a full accident investigation report.

WORKERS' COMPENSATION FRAUD

- Unfortunately, workers' compensation fraud and workers' compensation claim abuses are on the rise.
- Source4Teachers will aggressively pursue fraudulent claims.
- If anyone has reason to suspect that a workers' compensation claim is fraudulent or that an employee is abusing their workers' compensation benefits, please call Source4Teachers' human resources department at (877) 983-2244.



5.3

*Source4Teachers'
Complaint Form*

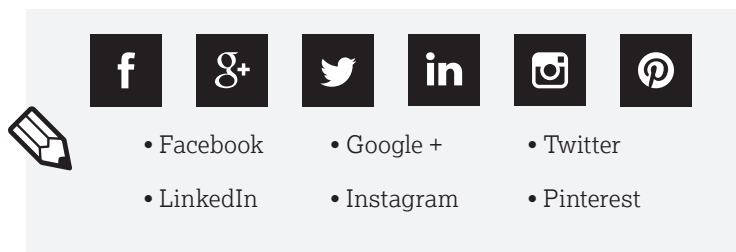
Reasons school districts may submit a complaint form:

- Classroom management needs improvement
- Failure to follow instructions/teachers' plans
- Late/tardy reporting to school or classroom
- Inappropriate appearance/dress
- Misconduct (actions or speech)
- Other

5.4 STAY CONNECTED

Social Media Information

Source4Teachers is making a splash in social media! Keep up to date with the latest company news and information by connecting with us on:



Our lively posts offer teaching tips, upcoming opportunities, company volunteer efforts, inspiring stories, substitute spotlights, industry-relevant links and advice, and so much more. We encourage you to join in discussions with fellow Source4Teachers substitutes, contribute advice, and share your success stories. Plus, be sure to keep a lookout for our flash giveaways and prizes!

MAINTAINING PROFESSIONALISM IN A DIGITAL WORLD

Always remember that you are a professional and it is crucial that you extend your professional image to your internet identity. Information shared online is never private so please be very careful to maintain the highest level of propriety when posting to the company page and your personal page, as well.

In addition to monitoring the content you share online, please understand that it is completely inappropriate for you to contact or interact with students outside of the school setting. Following the below tips will help you maintain a professional, safe, and appropriate relationship with the students in your care:

- Never share your personal information with students
- Never ask for or accept personal information from students
- Do your best to keep your personal social media pages private to avoid being tracked down by students
- Do not connect with your students via social media platforms under any circumstance
- Do not engage in calling or texting your students at any time
- The use of cell phones (calls, texts, email, social media, web browsing, etc.) is strictly prohibited during your work day outside of your lunch break and prep periods
- Never use school computers for social media, personal email, or personal web browsing

Thank you for your cooperation in this important matter!



5.5

SAMS: SOURCE4TEACHERS ABSENTEE MANAGEMENT SYSTEM

*Using SAMS and VeriTime™:
for Substitute Paraprofessionals*



- SAMS offers you the flexibility to proactively search for jobs and fill your own schedule however you choose.
- With SAMS, not only can you plan your schedule ahead of time, but you can also choose non-work days, specify preferred schools, and adjust call times to fit your schedule. You can also view your work history and receive phone and email notifications of available jobs.
- SAMS notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can be submitted very far in advance. Depending when the teacher enters the absence, substitutes can discover available jobs weeks, or even months in advance.
- SAMS can alert substitutes of new jobs through both phone and email services. Substitutes can then choose to accept or reject assignments.
- To log in to SAMS, go to Source4Teachers.com/SAMS.
- Please contact Source4Teachers with any questions at (877) 983-2244 or HumanResources@Source4Teachers.com.

SEARCH FOR AVAILABLE ASSIGNMENTS

To log in to SAMS, go to Source4Teachers.com/SAMS and enter your login ID and PIN. Upon logging in, you will be directed to your SAMS homepage. From here, you are able to view and accept available assignments. Please reference the below screenshots for some pointers.

1. You are able to view all available assignments right from your homepage.
2. Available assignments are highlighted green.
3. By clicking a single date on the calendar, you are able to view positions, review assignment details, and enter non-work days.
4. Accept or reject jobs with a single click!
5. Once you click the accept button for an assignment, a black dropdown bar will appear with your confirmation number. You have not accepted an assignment without receiving a confirmation number.

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PREFERENCES

SAMS makes it easy for you to tailor the system to your personal preferences. From here, you are able to view your personal information such as your email address and phone number. You are able to update your PIN and manage your multi-district list as well.

1. Click this tab to access your preferences.
2. View your personal information here.
3. Change your PIN
4. If you work with other school districts outside of Source4Teachers who also use Frontline Technologies products, you can merge your accounts together and create a Multi-District Login. Your first name, last name, and phone number must match exactly in all districts that you are employed with.
5. If you need to update your personal information, you must do so in PrimePoint and it will change in SAMS.

PREFERENCES CONTINUED

From your Preferences tab, you are able to update your preferred school list as seen below.

1. Click "Schools" if you want to edit your school list.
2. Use this dropdown menu to access schools at each district.
3. You are able to set up your list one of two ways.
4. Checking off the highest level will affect the schools below it. You can check or uncheck at individual schools as well.
5. Make sure you save your changes.

MY SCHEDULE

You are able to access your scheduled positions right from your homepage. Once logged in, you can use the calendars to view scheduled assignments or click “Scheduled Jobs.” Please reference the below screenshot for some pointers.

1. Scheduled jobs are highlighted in blue.
2. Click on this tab to view a list of all your scheduled jobs.
3. Notes and attachments are shown here.
4. Just in case you need to cancel a job.

The screenshot displays the SOURCE 4 TEACHERS web application interface. At the top, a navigation bar includes the user name 'Jack Sample', a link to 'Available Jobs', a link to 'Notifications', a link to 'Questions?', and a 'Logout' button. Below this is a main navigation bar with tabs: 'Available Jobs', 'History', 'Preferences', 'VeriTime', and 'Help'. The central area features three monthly calendars for September, October, and November 2015. A sidebar on the left shows a list of scheduled jobs. A detailed view of a scheduled job is shown at the bottom, with a 'Cancel' button highlighted. Numbered callouts 1 through 4 point to specific features: 1 points to the 'Scheduled Jobs' tab, 2 points to the 'Available Jobs' tab, 3 points to the job details section, and 4 points to the 'Cancel' button.

Date	Time	Duration	Location
Wed, 9/23/2015	10:00 AM - 2:05 PM	04:05	NJ - Black Horse Pike School District Black Horse Pike - Triton

NON-WORK DAYS

Non-work days can be used to let Source4Teachers know you are unavailable to work on certain days. Source4Teachers will review your non-work days prior to contacting you for available positions. SAMS makes it easy to schedule non-work days. Please reference the below screenshot for some pointers.

1. Non-work days you have created are colored dark grey.
2. From this tab: create, edit and remove non-work days.
3. Click here to add a non-work day.
4. Easily remove non-work days with a single click.

The screenshot displays the Source4Teachers SAMS interface. At the top, there's a navigation bar with 'Available Jobs', 'History', 'Preferences', and 'VeriTime' tabs. Below this, three calendar views for September, October, and November 2015 are shown. The 'Non Work Days' tab is selected, revealing a table of non-work days. The table has columns for Date, Time, Reason, and Districts. Each row includes a 'Remove' button. Arrows and numbers 1 through 4 point to specific features: 1 points to the dark grey non-work days in the calendar; 2 points to the 'Non Work Days' tab; 3 points to the 'Add Non-Work Day' button; and 4 points to the 'Remove' button in the table.

Date	Time	Reason	Districts	
Mon, 10/12/2015	All Day		All Districts	Remove
Mon, 10/19/2015	All Day		All Districts	Remove
Mon, 10/26/2015	All Day		All Districts	Remove
Mon, 11/2/2015	All Day		All Districts	Remove
Mon, 11/9/2015	All Day		All Districts	Remove
Mon, 11/16/2015	All Day		All Districts	Remove

WORK HISTORY

To view your work history, click the tab labeled “History.” The history tab can be accessed from any point in the system. You are able to select different preset ranges, or customize your own date range to review past, present, and future assignments. Please reference the below screenshot for some pointers.

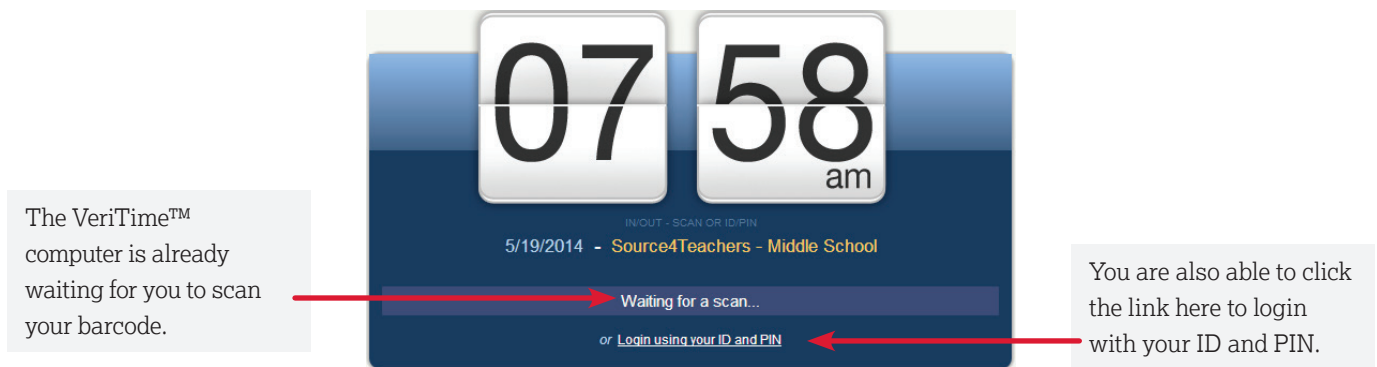
1. Click here to view your work history up to 366 days in the past.
2. Blue dates on this page show your work history.
3. Choose a date range to view all of the jobs you worked during that time period.
4. You can even search a custom date range of your choosing.

The screenshot displays the 'History' tab in the SOURCE 4 TEACHERS application. The top navigation bar includes 'Available Jobs', 'History' (selected), 'Preferences', 'VeriTime', and 'Help'. Below the navigation bar are three calendar views for July, August, and September 2015. A date range selector shows 'Displaying: 7/23/2015 to 9/21/2015' with options for 'Last 60 days', 'Last 90 days', 'Last 120 days', 'This School Year', 'Last School Year', and 'Custom'. A table below shows job assignments for 'BHP Perm Sub Teacher' with columns for Date, Time, Duration, and Location. A 'Filter' button and 'Reject'/'Accept' buttons are also visible.

Date	Time	Duration	Location
Wed, 9/21/2015	10:00 AM - 2:05 PM	04:05	NJ - Black Horse Pike School District Black Horse Pike - Triton

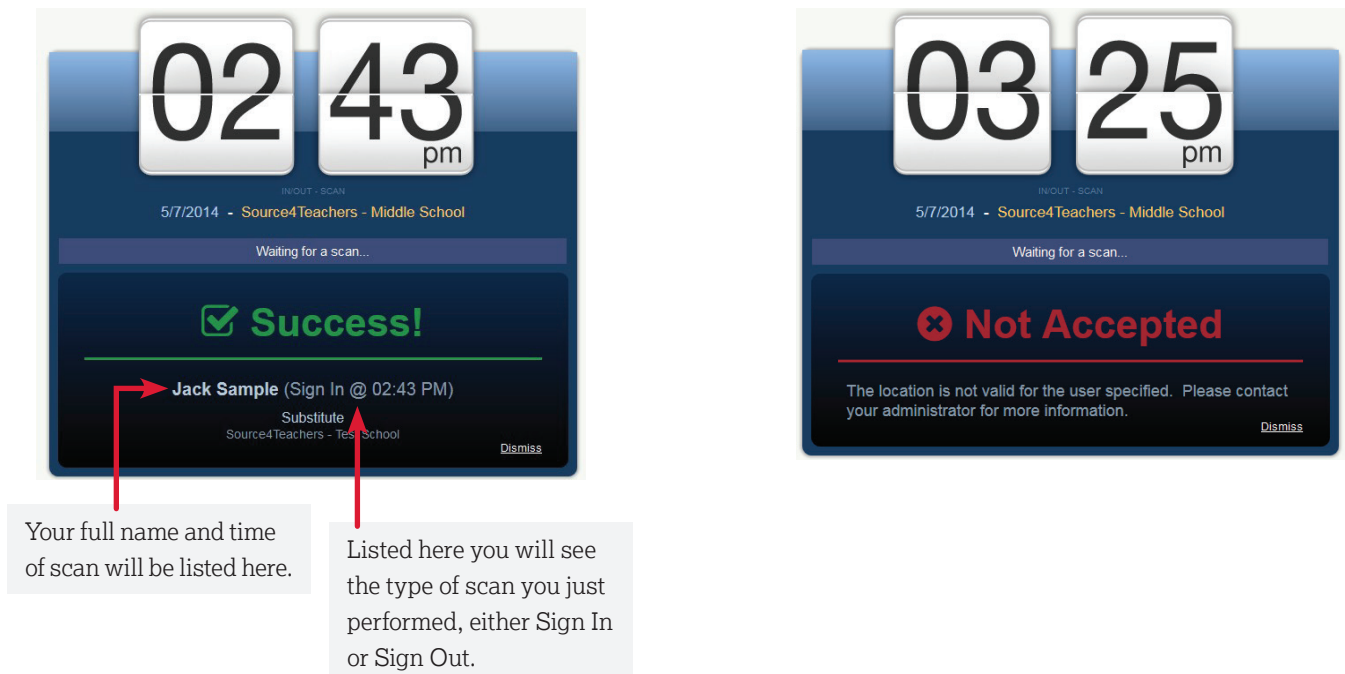
VERITIME™

The barcode on the back of your Source4Teachers/MissionOne photo identification card will clock you in and out of your position. Scan the barcode underneath the scanner that is located next to the VeriTime™ computer at your assignment. The VeriTime™ computer will have the time, date, and location listed and is ready for your scan.



After you scan your barcode under the scanner, you will see a message listing “Success!” on the VeriTime™ computer screen noting that your clock in or clock out went through correctly.

If you receive the below message when scanning in or out, please contact our office at (877) 983-2244. You are not clocked in or out when the below message is received, which could affect your accurate pay.



5.6

About the Author

James Wasser is currently Director of Education for Source4Teachers, a leading educational staffing company. Previously, Jim was a proven educational leader for the Freehold Regional High School District, the largest regional district in the state of New Jersey. He has extensive experience in school administration, professional development, teacher training, curriculum development, substance abuse education, and the implementation of educational technology for students and staff. Jim implements successful programs for increasing student motivation for learning, effective classroom management, preparing for crisis, substance awareness, bullying/violence prevention, effective parent/child communication, and improving superintendent/board member relationships.

Jim held the position of Assistant Superintendent for Personnel where he instituted a conferencing coaching model for staff evaluations and a professional development committee to foster professional growth for teachers and administrators. As an educational innovator, Jim developed “Project Respect” which has been used statewide and nationally as an exemplary program for student peer leadership training and has received both national and international recognition. He also received a National Drug-Free Schools Recognition Award from the U.S. Department of Education.

Jim trained school administrators, teachers, school nurses, and mental health professionals as an adjunct professor for Rutgers University and consultant to Johnson and Johnson. He currently supervises student teachers for Fairleigh Dickinson University. Jim has been a consultant to the U.S. Air Force, traveling as far as Germany to provide peer leadership training and substance abuse prevention strategies for young adults, parents, and military staff. He is actively engaged in providing training to numerous school districts throughout the state and nationally. He published several articles and appeared on television including ABC’s Nightline Special on teenage suicide. He is past president of the New Jersey Association for Supervision and Curriculum Development (NJASCD) and serves as a professional development trainer in “Increasing Student Motivation for Learning.”

Jim also traveled abroad in China, visiting elementary, middle, and high schools throughout the country. He met with government officials, school administrators, teachers, and students to compare the educational systems of China and the United States.

Jim has an M.A. in Student Personnel Services from Montclair State University and a B.A. in Elementary Education from New Jersey City University. He has also completed advanced doctoral studies in the area of at-risk students’ behavior and drop-out prevention. After thirty-eight years of professional experience as an educator, trainer, staff developer, and school administrator, Jim remains enthusiastic and dedicated to students and teachers.

NOTES

Your Name (Optional): _____ Date: _____

Number of years as a teacher _____ Number of years as a substitute teacher _____

Please rate the following items: Excellent - 5 Poor - 1

Training Program:

Information provided will help me improve the quality of my teaching performance _____

Training guide and handouts were organized, thorough, and useful _____

Trainer/Presenter:

Prepared and organized training topics and activities _____

Demonstrated knowledge about the topics _____

Hiring Process:

Provided important information, effective, and efficient _____

Recruitment/Processing Department Staff:

Provided assistance, responded to questions, and addressed my specific concerns _____

Application Process:

Explained clearly and was easy to complete _____

Group interview/orientation:

Provided a thorough overview of the Source4Teachers company goals and substitute requirements/expectations _____

Source4Teachers Absentee Management System (SAMS):

Improved my understanding of this system and addressed my questions/concerns _____

What were the most useful topics, skills, strategies, or activities you learned during today's training program?

How could this training seminar be modified to improve the quality of substitute teachers?

Can you recommend any other substitute teacher referrals?

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Thank you for completing this form. Your feedback and comments help us to improve the training program.

Acknowledgment of Substitute Teacher Training

I, _____, on the date of _____, acknowledge that I have attended the Source4Teachers Substitute Training and understand what is expected of me as a Source4Teachers employee.

The training covered the following areas:

- Student Safety
- Classroom Management Strategies
- Adhering to the Teacher's Lesson Plan
- Instructional Techniques
- Source4Teachers' Company Standards
- School District Policies/Procedures:
 - Harassment, Intimidation, and Bullying (HIB)
 - Substance Abuse
 - Suicide Prevention/Crisis Intervention
 - Child Abuse/Neglect Reporting
- Source4Teachers' Top Twelve Principles for Substitute Teachers
- Managing your work schedule through SAMS (Source4Teachers Absentee Management System):
 - Searching and Accepting Available Work Assignments
 - Setting Up Work Preferences and Profiles for Accepting Calls and Emails
 - Viewing Employee's Work Schedule and Scheduling Non-Work Days
 - Using VeriTime™ to Clock In/Out for Work Assignments

I understand that it is my responsibility to maintain my credentials and work schedule. Failure to follow all Company and School District policies and procedures may have negative consequences upon my employment and related benefits. Further, I give my permission for a Source4Teachers staff member to take my picture and use this photograph for the sole purpose of a Source4Teachers identification badge that is required in all Source4Teachers schools where I substitute.

 Signature of Employee Acknowledgment

 Instructor's Signature

 Date

 Date



CERTIFICATE OF COMPLETION

PRESENTED TO

IN RECOGNITION FOR SUCCESSFULLY COMPLETING THE
SOURCE4TEACHERS COMPREHENSIVE TRAINING PROGRAM

James Wasser

JAMES WASSER

DIRECTOR OF EDUCATION

Kendley J Davenport

KENDLEY J. DAVENPORT

SOURCE4TEACHERS PRESIDENT

