

## II. GENERAL INFORMATION

### **REQUIREMENTS**

To be eligible for placement on the Davenport Community School District's Guest Teacher/Nurse list, the following items and training documentation must be current and on file with the Human Resource Services Department.

- Online Application [www.davenportschools.org](http://www.davenportschools.org) → Employment → Certified Jobs → Iowa Education Jobs (link)
- Copy of Iowa Teaching/Substituting License or Substitute Authorization License
- Complete copy of your Transcripts showing degree earned (copies accepted)
- Three (3) current letters of recommendation from prior supervisors, professors, or cooperating teacher(s), etc. (Recommendation letters must be current and require signature to be valid)
- \*Personal Data Sheet
- \*Employment Eligibility Verification Form (I-9) – and two forms of acceptable documentation
- \*W-4 Tax Forms (State and Federal)
- Background Inquiry Form- Criminal History Check
- Physical form completed by Physician, including TB Mantoux Test dated within the last 6 months
- \*IPERS Membership and Beneficiary Designation Form
- \*Right To Know Act—Iowa Hazardous Chemicals Training
- \*Blood Borne Pathogens Training
- \*Confidentiality Training
- Mandatory Child & Dependent Adult Abuse Training (documentation on file must not be more than five years old)

\* Paperwork required to be completed at scheduled time of processing.

All new guest teachers and nurses will need to schedule a time for processing which will include: completion of required paperwork\*, viewing the three required training videos\*, making an ID badge, and training for the AESOP (Automated Educational Substitute Operator) System.

All returning guest teachers/nurses are required to view the three training videos\* each fall.

## **CONDITIONS OF EMPLOYMENT**

A guest teacher is a temporary employee assigned by the Department of Human Resource Services on a day-to-day basis.

The State allows the district to place a guest teacher wherever necessary (as long as not in conflict with licensing requirements); however, every effort will be made to place the guest teacher in a position for which he/she is most qualified.



## **LICENSING RESTRICTIONS**

Iowa Teaching or Substitute License: No Restrictions to assignments except:

- ✓ Permission will be required from State if a guest teacher is doing a long-term assignment for 90 days or longer and not properly endorsed.
- ✓ Guest teachers holding a Conditional Teaching License will be restricted to assignments in their endorsement area.

Substitute Authorization: Restricted to Intermediate and High School buildings. May not sub in same assignment for more than five (5) consecutive days.

Para-Educator Authorization: A para-educator of the district assigned to a special education classroom and holding this certification may sub for the regular teacher of that classroom. Placement of the para-educator in as the guest teacher when the teacher is absent will be at the discretion of the building principal.



## **REMOVAL FROM GUEST TEACHER LIST**

- A guest teacher who wishes to remove his/her name from the guest teacher list and discontinue service to the Davenport Community School District is requested to submit a letter of resignation and complete the resignation form included in the Appendix of this handbook (Schedule I).
- At the end of each school year a letter of assurance will be mailed. This provides you with an opportunity to indicate your desire to continue to be a guest teacher for the following school year. If the form is not returned, you will be removed from the list.
- A guest teacher receiving three (3) or more unsatisfactory performance reports from different principals, or a single major incident of poor or inappropriate performance, will automatically be removed from the guest teacher list pending further investigation.
- If the guest teacher performs unsatisfactory service or is in noncompliance with the guest teacher dispatch procedures, a guest teacher may be removed from the guest teacher list for the remainder of the current school year or permanently.
- The guest teacher will be notified in writing if the above takes place. Reinstatement to a school and/or the district's guest teacher list requires that the guest teacher take remedial actions. Appointments need to be arranged with an administrator in the Human Resource Services Department.

**OTHER DISTRICT SERVICES AVAILABLE**

- The guest teacher is eligible to participate in the district's In-Services and Wellness Program activities (other than the Employee Assistance Program). Attendance would be without pay and any participation costs would be at the guest teacher's own expense.
- Liability for guest teachers is equivalent to that of contracted employees of the Davenport Community School District.

**AESOP (Automated Educational Substitute Operator) SYSTEM**

- Website to access AESOP: [www.aesoponline.com](http://www.aesoponline.com)
- Phone number to access AESOP: (800) 942-3767
- ID: Your ten-digit telephone number    PIN: Last four-digits of your SSN
- Please make sure to update the Guest Teacher Dispatcher in Human Resources any time you have a change in phone number.

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**NOTES:**

