

GENERAL EXPECTATIONS

- Always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary for you to be late to work or leave early from work, notify or ask your supervisor for permission as soon as possible.
- Establish a good attendance record.
- Courtesy and cooperation are two basic elements of success in your job and every job in the District. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents who are all a part of the District you serve.
- Maintain open lines of communication. If any instructions given by your supervisor are not clear, ask for further explanation to make certain that you understand exactly what is expected of you.
- Try to be as clear and concise as possible when explaining matters to the public and to your fellow employees. Use language that can be understood by everyone and avoid using slang or jargon.
- Always try to work carefully. Mistakes can be costly and at times, dangerous. If you make a mistake, be sure to find out exactly what happened and how to avoid making the same mistake again. Notify your supervisor of the mistake.
- Remember to keep all District business confidential. While many things that happen at the District are a matter of public record, releasing information about them is the responsibility of specific offices and individuals. Refer any unusual requests for information to the appropriate authority.
- Dress appropriately for your type of work. Maintain a well-groomed, modest, clean, neat, and business-like appearance at all times. Remember, you are representing the District to students and the public.
- GFPS believes that employees' concerns are usually most effectively addressed at the lowest possible level within the organization. Therefore, employees are ordinarily expected to address issues and concerns with their immediate supervisor first. If the issue cannot be resolved at that level, the employee should move to the next level within that employee's chain-of-command. Board Policy 5215 further delineates the formal Complaint Procedures.

GENERAL OPERATIONAL INFORMATION

AESOP –Automated Substitute Placement System

Aesop is an automated substitute teacher placement service that allows substitutes to proactively search for and accept jobs online or over the phone. Substitute teachers will be able to search for jobs 24/7, receive calls from Aesop when jobs are available and view their schedule.

CHECK IN/CHECK OUT

All substitute teachers are **REQUIRED TO CHECK IN/CHECK OUT** at the school's main office each morning and afternoon on **EACH** day that they substitute.

COMMUNICATION

The District seeks to communicate and collaborate with students, staff, parents and the community at large to ensure sound, trusting relationships. Internal and external communications are important to creating open, two-way communication among the Board of Trustees, administration, staff, students, parents and the GFPS communities.

To that end, Substitute Teachers are encouraged to access the Newsbits and the District website regularly as they serve as major means of communication for the District.

The District website is: www.gfps.k12.mt.us and Newsbits can be found at:
<http://www.gfps.k12.mt.us/newsbits>