



# **Substitute Handbook**

**SUB SYSTEM PHONE  
(925) 820-3044**

**District Substitute Specialist  
(925) 552-2931**

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, California 94526  
tel (925) 552-5500 • fax (925)837-9247

[www.srvusd.net](http://www.srvusd.net)



## WELCOME TO SUBSTITUTE TEACHING

Welcome to the San Ramon Valley Unified School District.

Substitute teachers are important members of the district instructional staff. Your role as a substitute teacher is both appreciated and respected.

Your job will be challenging. It will call for alertness and resourcefulness. You are expected to have a sincere interest in children and the teaching process.

This handbook is provided so that you can make a prompt and easy adjustment to the established school site and classroom routines. We hope that this information will be useful and will help you to approach your assignments with increased confidence.

Success to You!

A handwritten signature in blue ink that reads "Keri Van de Star".

Keri Van de Star  
Director of Certificated Personnel



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## DAILY PROCEDURES

Substitutes are expected to arrive at school at least **20 minutes before a job assignment.**

*If notification has been late, you should call the office manager to let her know your estimated time of arrival.*

### **Start of Day, Before School Starts**

- Go to the principal's secretary to sign in, receive assignment, keys, and pertinent instructions.
- Read assignment, making certain you understand your duties. Be sure to check if you have any additional assigned duties.
- Before the arrival of the students, locate the daily lesson/activity plans or schedule. Familiarize yourself with the instructions so that when the students arrive you will be in command of the class
- Check regular teacher's mailbox for bulletins, urgent messages, and notices for students.
- Be sure to learn the attendance checking procedure used at that particular school.
- At the high school level a parking permit needs to be displayed on the front windshield. If a parking permit is not displayed, you could receive a parking ticket. Parking permits may be picked up at the substitute coordinator's office.

### **During the Day – Between classes, lunch, etc.**

- Introduce yourself and make sure students know your name. This introduction should be professional and not intended to be overly friendly or casual.
- You are expected to carry on the work of the regular teacher. Maintain work habits and general classroom procedure.
- **PLEASE FOLLOW THE ABSENT TEACHER'S LESSON/ACTIVITY PLANS AS CLOSELY AS POSSIBLE.** If no lesson plans are available, let the site administrator know immediately. They may be able to locate the plans, or provide you with a plans developed by another teacher.
- In the event that there are no lesson plans, and the Principal is unable to locate emergency lesson plans, it is helpful to have your own plans, with age-appropriate activities.
- Start class work promptly, expecting and requiring cooperative student response.
- Learn the correct attendance procedures, take roll

accurately and turn in required attendance forms.

- Locate the materials (books, worksheets, etc.) described in the lesson plan, attendance sheet and seating chart (Seating charts are common in elementary classrooms, but not all teachers have a seating plan at the secondary levels). If a seating chart exists, have the students follow it. If you cannot locate the material described in the lesson plan, or information you need, ask the office staff for assistance.
- Inquire as to the specific classroom and school behavior plans, as each site may have slightly different policies. It is extremely important for you to be consistent in handling discipline.
- Establish your position as the teacher from the beginning. Be firm, fair, and calm. You are responsible for the conduct of your class. When special problems arise, please feel free to call upon the staff for assistance. Do not ever feel that such a request is a reflection upon your ability, or that it will be considered so by the principal. The school staff is there to assist you in every possible way. You are part of their educational team and they are eager for you to succeed.
- Locate emergency drill regulations, evacuation maps, etc.
- Keep copies of all notices and bulletins received and leave them where the teacher may find them.
- Be available for any special assignments that fall within the teacher's responsibility during the instructional day. (yard duty, monitoring the halls, escorting students to lunch, etc.)
- Perform duties as would be required of the regular classroom teacher, including teaching during a prep period.

### **End of Day – When Students Leave**

- Leave a short summary of the day's experience, along with any information about unusual problems for the classroom teacher.
- Be certain that the room has been left in an orderly fashion, the room locked, windows closed, and keys (if applicable) returned to the appropriate source before leaving the classroom at the end of the day.

### **Other Helpful Tips**

- If you are working at two different schools (morning at one school and afternoon at another school), please notify the afternoon school that you will run late for the assignment.
- If schools are on an adjusted schedule, with students being

dismissed earlier than usual, substitutes will remain at the school site for the full workday unless specifically released by the principal. You may be assigned additional duties after students leave, within the typical work day hours.

- Never discuss situations or problems with the student's parents. Should a parent contact you, ask the parent to wait and discuss the matter with the teacher when he/she returns to school. If it is an emergency, check first with the teacher-in-charge or principal. Leave the teacher a note regarding the parent's concerns.
- Establish your position as the teacher from the beginning. Be firm. You are responsible for the conduct of your class. When special problems arise, please feel free to call upon the staff for assistance. Do not ever feel that such a request is a reflection upon your ability, or that it will be considered so by the principal. The school staff is there to assist you in every possible way. You are part of their educational team and they are eager for you to succeed.
- Be available for any special assignments that fall within the teacher's responsibility during the instructional day.
- Perform duties as would be required of the regular classroom teacher, including teaching during a prep period.

### **Finally**

- Before you leave, check with the secretary to see if you will be needed the following day.
- Sign out. Turn in your keys.

## **STAFF AID TO SUBSTITUTES**

The local school staff is responsible for providing a friendly and helpful atmosphere for the substitute teacher.

### **Principal**

1. Develops a system to orient substitutes to the school and to class situations.
2. Attempts to avoid assignment of yard duty before school on the first day of substituting in one assignment.
3. Visits class to observe work.
4. Develops kits for substitutes with information such as:
  - a. Diagram of building and yards with duty areas indicated
  - b. Fire drill routes
  - c. Time schedule
  - d. Names of staff members
  - e. Bell schedule
  - f. Local school rules
5. Aids in maintaining discipline, if needed.
6. Confers with substitutes with the aim of improving the instructional program.

### **Office Manager**

The school office manager or clerk will provide information, materials, and keys.

### **Faculty**

The regular teaching staff will answer most of the special questions about local procedures and course content.

## DO NOTS

Although we believe in stressing the positive in our district, the following list of "DO NOTS" may prevent a negative experience and therefore be positive.

**DO NOT** touch students. (Even "positive" touching can be misconstrued and cause for accusations.)

**DO NOT** verbally or by action demean any student.

**DO NOT** share your personal judgments about students, their abilities, person or values.

**DO NOT** share any confidential information about a student (i.e., address, phone number, school performance, placement in special programs, etc.).

**DO NOT** use any language or words of profanity, or of a sexual nature, in interactions with students, parents, or other staff members.

**DO NOT** allow any materials to be used in the classroom that you do not monitor the content and use of during the class time (e.g., videos, magazines).

**DO NOT** vary from the lesson plan provided. If you find a controversial subject (i.e., sex education, AIDS, ethnic studies) to be a part of a lesson and you are uncomfortable or feel unprepared to teach the material, please consult with the principal.

**DO NOT** leave students unsupervised or allow the class to move from one area to another without supervision (e.g., walking to library, lunch, assemblies, etc.).

**DO NOT** use tobacco products while on school district grounds.

**DO NOT** bring in food snacks as rewards (because of food allergies).

**DO NOT** take pictures of the students or ask them personal questions.

**DO NOT** answer your cell phone during class time.

### **Evaluation**

The work of the substitute is subject to evaluation and report by the principals of the schools in which you serve. These reports are forwarded to the Human Resources office to be placed in the personnel file. As long as the reports are satisfactory, the substitute will be retained on the substitute list. A sample of the currently used evaluation





**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
 Human Resource Department  
 Danville, California

**SUBSTITUTE TEACHER EVALUATION**

Name of Substitute Teacher \_\_\_\_\_ School \_\_\_\_\_ Subject or Grade \_\_\_\_\_

Dates Substituted-From \_\_\_\_\_ To \_\_\_\_\_

	Excellent	Satisfactory	Needs Improvement	No Opportunity To Observe	Comments (Required if "Needs Improvement" is checked)
1. Personal Qualities, poise, health, personal appearance, voice	_____	_____	_____	_____	_____
2. Rapport with regular teachers	_____	_____	_____	_____	_____
3. Rapport with students	_____	_____	_____	_____	_____
4. Professional attitude	_____	_____	_____	_____	_____
5. Promptness	_____	_____	_____	_____	_____
6. Class control	_____	_____	_____	_____	_____
7. Use of regular teacher's lesson plans	_____	_____	_____	_____	_____
8. Effectiveness as an instructor	_____	_____	_____	_____	_____

Would you recommend that this substitute be given further assignments at your school? Yes \_\_\_\_\_ No \_\_\_\_\_. If no, please state your reasons and recommendations for improvement:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_ HR \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION: White: Personnel Office, Yellow: Site HR:Sub: 12100 revised 10/8/03 (2 part NCR)

## SALARY AND PAYROLL PROCEDURES

### SALARY

The substitute pay rate is decided at the beginning of each school year. The new substitute salary schedule will be distributed.

You can take assignments that are paid as a full day or a half day. A full day assignment is 7 hours and a half-day is 3.5 hours or less. When you take a full day assignment you are expected to stay at the school for the full seven hours. If schools are on an adjusted schedule, with students being dismissed earlier than usual, you need to remain at the school site for the full workday unless specifically released by the principal.

### PAYROLL

**The pay period for substitutes runs from the Monday after the second Friday through the second Friday of the next month and is paid at the end of the month.**

Payday is the last working day of each month unless the last day falls on a Saturday or Sunday, then payday would be the previous Friday.

Please keep a record of the days you substitute along with the job number, school site, and teacher's name. This information is necessary if you need to contact the Payroll Department for a correction. The telephone number for substitute payroll is (925) 552-2912.



# CCCSIG INJURY REPORTING

**NOTE: If life or limb threatening injury only, call 911!!  
Then report the injury/incident after the employee is stabilized.**

## STEP 1

### MAKE THE CALL BEFORE SEEKING TREATMENT

- Notify Supervisor of the injury/incident
- In a quiet place, employee and/or supervisor call Company Nurse at 1 (888) 375-9779
- You will be asked to provide the following information during the call:
  1. Search Code (CSIG)
  2. Employer (Contra Costa County Schools Insurance Group, District & Site)
  3. Employee's personal information
  4. Injury details: Who? What? When? Where?
- Possible Outcomes as a result of the call:
  - \* Self-care or basic first aid, OR
  - \* Referral to medical facility by a Nurse—Occ Health or Urgent Care—or ER
- **IMPORTANT!**
  - \* Translators are available for more than 170 different languages
  - \* Be prepared to write down a call confirmation number

## STEP 2

### REPORT DISTRIBUTION AFTER THE CALL

- Report of Injury is emailed or faxed to District Office and CCCSIG
- If injured employee is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee at their facility

## STEP 3

### CAL OSHA REPORTING REQUIREMENTS

- All employers in CA must report serious work-related injuries/illnesses that:
  - \* Result in death
  - \* Require inpatient hospitalization for more than 24 hours for other than medical observation
  - \* Involve the loss of a body part of a serious degree of permanent disfigurement
- To the nearest Cal OSHA Enforcement Office, **no more than 8 hours after the employer learns of the incident, even at night, on weekends and holidays.**
  - \* Cal OSHA American Canyon: (707) 649-3700

# CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP WORKERS' COMPENSATION MEDICAL PANELS

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, CA 94526-1058  
Call your W/C Coordinator/Contact Person at (925) 552-2929

## WHAT TO DO IF YOU ARE INJURED AT WORK:

If you experience a workplace injury, notify your Supervisor IMMEDIATELY!

In the case of non-life threatening injuries, a phone call will be placed by you, and/or your Supervisor, to the Company Nurse hotline at (888) 375-9779 and give Code "CSIG". A Registered Nurse will gather information about your injury and make appropriate medical care recommendations.

If Company Nurse determines that your workplace injury requires medical care, you must be seen by one of the medical providers listed on this panel.

UNLESS, prior to the injury, a Pre-Designated Personal Physician form is on record with the Site/District office.



### **\*STANFORD OCCUPATIONAL HEALTH SERVICES (Hours: Mon-Fri - 8am - 5pm) PREFERRED FACILITY**

4000 Dublin Boulevard, Suite 150, Dublin, CA 94568  
(925) 416-3562

### **STANFORD URGENT CARE (Hours: Daily - 10am - 8pm)**

4000 Dublin Boulevard, Suite 150, Dublin, CA 94568  
(925) 479-3773

### **STANFORD URGENT CARE (Hours: Daily - 10am - 8pm)**

1133 E. Stanley Boulevard, Livermore CA 94550  
(925) 373-4018

### **STANFORD EMERGENCY DEPARTMENT (24-Hour Emergency Care)**

5555 W. Las Positas Boulevard, Pleasanton, CA 94588  
(925) 416-3418

### **SAN RAMON REGIONAL MEDICAL CENTER (Emergencies or After Hours Only)**

6001 Norris Canyon Road, San Ramon, CA 94583  
(925) 275-6158

### **KAISER PARK SHADELANDS OCCUPATIONAL HEALTH**

320 Lennon Lane, Lassen Bldg., Walnut Creek, CA 94598  
(925) 906-2060

### **KAISER LIVERMORE OCCUPATIONAL HEALTH**

3000 Las Positas Road, Livermore, CA 94551  
(925) 243-4880

### **KAISER MEDICAL CENTER (Emergencies or After 5:00 PM)**

1425 S. Main Street, Walnut Creek, CA 94596  
(925) 295-5100

### **CONCENTRA**

1855 Gateway Boulevard, Suite 100, Concord, CA 94520  
(925) 685-7744

981 N. Broadway, Suite 190 Walnut Creek, CA 94596  
(925) 932-7715

5635 W. Las Positas Boulevard, Suite 401 Pleasanton, CA 94588  
(925) 520-0055

Rev. May 2021

For additional information on work related injuries visit the Contra Costa County Schools Insurance Group website at [www.cccsig.org](http://www.cccsig.org) or contact the District WC Coordinator at the number above.

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP**  
550 Ellinwood Way, Pleasant Hill, CA 94523 ~ Phone: 1 (866) 922-2744 Fax: (925) 692-1137



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 6-30-2023)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact \_\_\_\_\_

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name San Ramon Valley Unified School District		4. Employer Identification Number (EIN) 68-0273221	
5. Employer address 699 Old Orchard Drive		6. Employer phone number 925-552-5014 or 925-552-2929	
7. City Danville	8. State CA	9. ZIP code 94526	
10. Who can we contact about employee health coverage at this job? Lina Capuyan or Angelina Silva			
11. Phone number (if different from above)		12. Email address lcapuyan@srvusd.net or asilva@srvusd.net	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

All employees working a minimum of 20 hours per week.

- With respect to dependents:

We do offer coverage. Eligible dependents are:

spouse, domestic partners, dependent children

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, California 94526  
*Human Resources*  
(925) 552-2923 ◦ FAX (925) 552-5092

## **AB 1522: HEALTHY WORKPLACES, HEALTHY FAMILIES ACTPAID SICK LEAVE**

### **INTRODUCTION**

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the San Ramon Valley Unified School District will provide paid sick leave to eligible employees who are not granted paid sick leave under a collective bargaining agreement.

### **ENTITLEMENT**

After July 1, 2015, eligible employees will receive 24 hours of annual sick leave. PERS retirees employed by the school district are not eligible. An employee may begin to use paid sick leave on their 90<sup>th</sup> day of employment. Any unused sick leave hours do not carryover from one year to the next.

### **COMMUNICATION**

Paycheck stubs will reflect the amount of paid sick leave an eligible employee has available. A poster detailing employee rights under AB 1522 is displayed at each worksite. District records documenting hours worked and sick leave days accrued and used will be maintained for three years.

### **USAGE**

Under AB 1522, paid sick leave days are for the diagnosis, care or treatment of an existing health condition or preventative care for an employee or employee's family member or for an employee who is a victim of domestic violence, sexual assault, or stalking.

For the purposes of this policy, a family member is defined as follows:

1. A child, which for purposes of this article means biological, adopted, or Foster child, stepchild, legal ward, or a child whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor.
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling

Sick leave must be taken in minimum increments of two (2) hours not to exceed 8 hours in one day. Use of paid sick leave is limited to 24 hours per fiscal year (i.e., July 1, 2018-June 30, 2019).

**PROCEDURES FOR USE**

Eligible employees may request sick leave only for days they are scheduled to work but cannot as a result of one of the allowable reasons for use of paid sick leave as specified above.

To use available sick leave, employees must call/notify the appropriate department (as shown below) prior to the scheduled start time of the work shift. The employee must also complete the AB 1522 Leave Request Form and submit it to the Human Resources Department along with a Doctor's note (if applicable) within two (2) working days following the absence. If the need to use sick leave is foreseeable, the employee must complete the AB 1522 Leave Request Form and submit it to the Human Resources Department in advance. AB1522 Leave Request Forms can be found on the Human Resources page of the District website (www.srvusd.net).

An employee requesting sick leave is not responsible for securing a replacement worker to cover the time during which he/she uses sick leave.

Employees will be paid no later than the payday for the next regular payroll period (inclusive of the day on which work would have been performed) after the sick leave was taken, provided the AB 1522 Leave Request Form and Doctor's note (if applicable) are received by Human Resources. The rate of pay will be the pay rate for the job or assignment the employee was scheduled to work.

For classified assignments:

Please contact the appropriate Department to cancel a previously scheduled job.

Clerical/Certificate	Sharon Gilbreth	925 552-5021
Special Education	Jenny Olden	925 552 2988

The San Ramon Valley Unified School District will not deny an individual the right to use accrued sick leave, discharge, or threaten to discharge, demote, suspend, or in any manner discriminate against an individual for using accrued sick leave, attempting to exercise the right to use accrued sick leave, filing a complaint with Superintendent's Designee or alleging a violation of this law, cooperating in an investigation or prosecution of an alleged violation of this law, or opposing any policy or practice or act that is prohibited by this law.

Should you have any questions about AB 1522 or its implementation in San Ramon Valley Unified School District, please do not hesitate to contact Adrienne Herrera, Administrative Assistant at (925) 552-2923.



# SmartFindExpress User Guide

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

## 1. Register with the System

1. Call the main system number  
**(925) 820-3044**
2. Enter your Access ID, followed by the star (\*) key.
3. When the system asks for your PIN, enter your 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 6 numerical digits.
5. You will be asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
6. Next you will hear your callback number. This is the telephone number the system will use to call you. If this number is incorrect, enter the correct number now.

## 2. Log into SmartFindExpress

1. Open your Internet browser and type into the address bar:  
**subs.srvusd.k12.ca.us**  
The system Welcome message and any district-wide announcements are displayed.
2. Two identifiers are required to log in to the system: User ID/Access ID and PIN. Click *Submit* to access the system.

District-wide  
Announcements



If you have forgotten your password, click the **'Trouble signing in?'** link.

Follow the instructions on the screen and then click Submit. Your password will be sent to the email address on your profile.



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

A screenshot of the 'FORGOT YOUR PASSWORD?' form. It asks the user to enter their User ID and security code. The User ID field contains 'MG4K7E'. Below it, there is a security code field with a grid of characters. The form includes 'Submit' and 'Back' buttons.

**FORGOT YOUR PASSWORD?**

1. Enter User ID.
2. Enter Security Code.
3. Click Submit.

3. Upon successful login, the Substitute home page is displayed. From the home page, substitutes can manage personal information, review their work schedule, search for available jobs, and review assignments.

From your Home Page you can:

- ✓ Modify Profile Information
- ✓ Get Help While You Work
- ✓ Review Announcements
- ✓ View/Modify Work Schedule
- ✓ Access Available Jobs
- ✓ Review Assignments

## Phone Access for Current Users

1. Dial the system phone number: **925-820-3044**
2. Enter your **Access ID** followed by the star (\*) key.
3. Enter your **Password/PIN**, followed by the star (\*) key.
4. Follow the automated instructions to **HEAR** job offers, **REVIEW** assignments, and **CANCEL** assignments.

**HELP DESK phone number:**

**(925) 552-2931**

Monday-Friday 7:00 am - 4:00 pm

## SCHOOL ADDRESS AND PHONE NUMBERS

### **ALAMO ELEMENTARY**

100 Wilson Road, Alamo  
(925) 938-0448

### **BELLA VISTA ELEMENTARY**

1050 Trumpet Lane, San Ramon  
(925) 659-5900

### **BOLLINGER CANYON ELEMENARY**

2300 Talavera Drive, San Ramon  
(925) 824-0390

### **CALIFORNIA HIGH**

9870 Broadmoor Drive, San Ramon  
(925) 803-7400

### **CHARLOTTE WOOD MIDDLE**

600 El Capitan Drive, Danville  
(925) 552-5600

### **COUNTRY CLUB ELEMENTARY**

7534 Blue Fox Way, San Ramon  
(925) 803-7430

### **COYOTE CREEK ELEMENTARY**

8700 North Gale Ridge Road, San Ramon  
(925) 735-1183

### **CREEKSIDE ELEMENTARY**

6011 Massara Street, Danville  
(925) 314-2000

### **DEL AMIGO CONTINUATION HIGH**

189 Del Amigo Road, Danville  
(925) 552-5571

### **DIABLO VISTA MIDDLE**

4100 Camino Tassajara, Danville  
(925) 648-8560

### **DOUGHERTY VALLEY HIGH**

10550 Albion Road, San Ramon  
(925) 479-6400

### **GALE RANCH MIDDLE**

6400 Main Branch Road, San Ramon  
(925) 479-1500

### **GOLDEN VIEW ELEMENTARY**

5025 Canyon Crest Drive, San Ramon  
(925) 735-0555

### **GREENBROOK ELEMENTARY**

1475 Harlan Drive, Danville  
(925) 552-5550

### **GREEN VALLEY ELEMENTARY**

1001 Diablo Road, Danville  
(925) 552-5685

### **HIDDEN HILLS ELEMENTARY**

12995 Harcourt Way, San Ramon  
(925) 479-3800

### **IRON HORSE MIDDLE**

12601 Alcosta Boulevard, San Ramon  
(925) 824-2820

### **JOHN BALDWIN ELEMENTARY**

741 Brookside Drive, Danville  
(925) 552-5670

### **LIVE OAK ELEMENTARY**

5151 Sherwood Way, San Ramon  
(925) 803-3100

### **LOS CERROS MIDDLE**

968 Blemer Road, Danville  
(925) 552-5620

### **MONTAIR ELEMENTARY**

300 Quinterra Lane, Danville  
(925) 552-5656

### **MONTEVIDEO ELEMENTARY**

13000 Broadmoor Drive, San Ramon  
(925) 803-7450

### **MONTE VISTA HIGH**

3131 Stone Valley Road, Danville  
(925) 552-5530

### **NEIL ARMSTRONG ELEMENTARY**

2849 Calais Drive, San Ramon  
(925) 803-7440

**PINE VALLEY MIDDLE**

3000 Pine Valley Road  
(925) 803-7420

**QUAIL RUN ELEMENTARY**

4000 Goldenbay Avenue, San Ramon  
(925) 560-4000

**RANCHO ROMERO ELEMENTARY**

180 Hemme Avenue, Alamo  
(925) 552-5675

**SAN RAMON VALLEY HIGH**

140 Love Lane, Danville  
(925) 552-5580

**STONE VALLEY MIDDLE**

3001 Miranda Avenue, Alamo  
(925) 552-5640

**SYCAMORE VALLEY ELEMENTARY**

2200 Holbrook Drive, Danville  
(925) 736-0102

**TASSAJARA HILLS ELEMENTARY**

4675 Camino Tassajara, Danville  
(925) 648-7150

**TWIN CREEKS ELEMENTARY**

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**VISTA GRANDE ELEMENTARY**

667 Diablo Road, Danville  
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**VENTURE SCHOOLS**

10540 Albion Road, San Ramon  
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**WALT DISNEY ELEMENTARY**

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(925) 479-3900

**WINDEMERE RANCH MIDDLE**

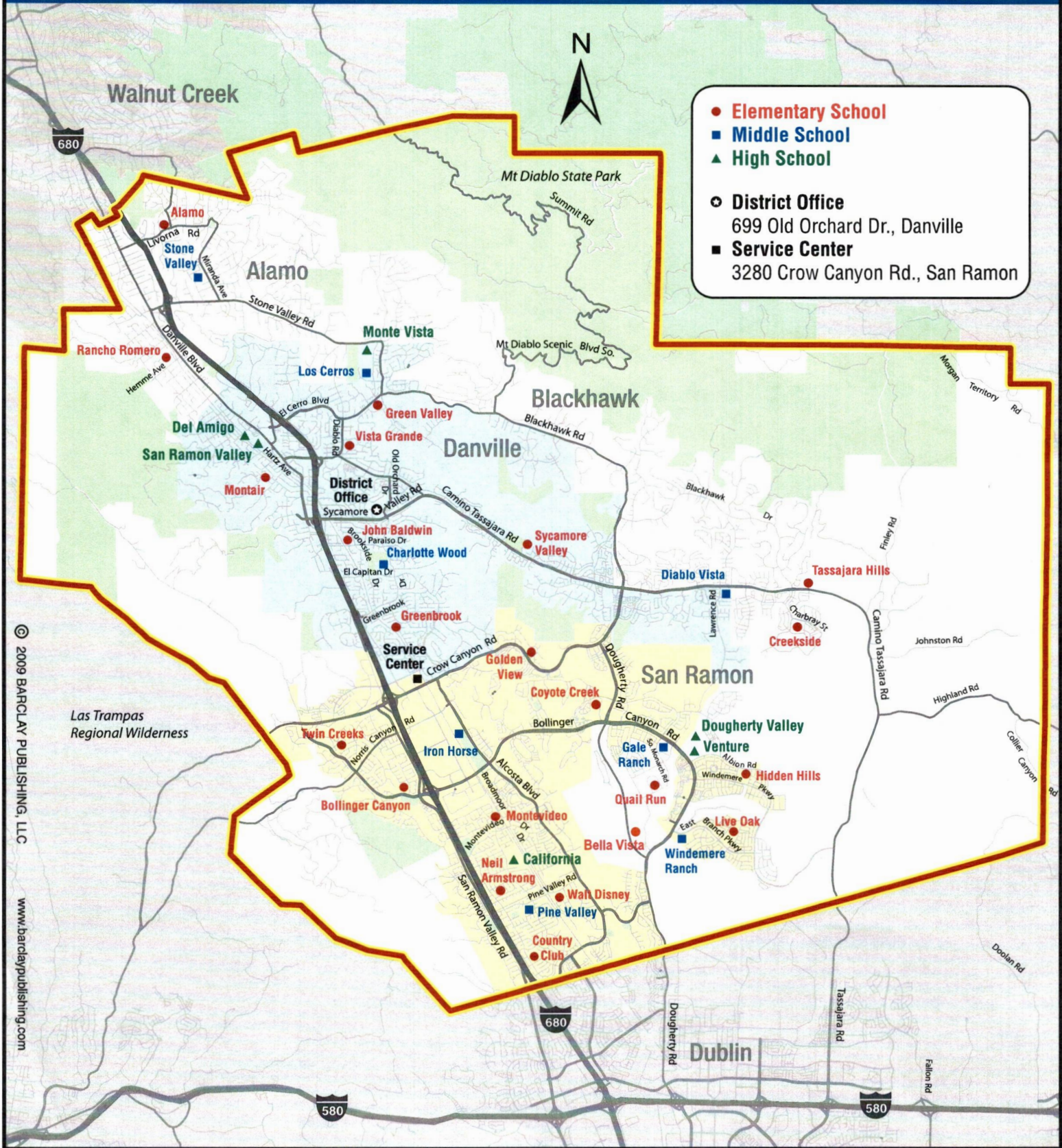
11611 East Branch Parkway, San Ramon  
(925) 479-7400



# San Ramon Valley Unified School District

699 Old Orchard Drive, Danville, CA 94526

Phone: (925) 552-5500 | Fax: (925) 838-3147 | [www.srvusd.net](http://www.srvusd.net)



- **Elementary School**
- **Middle School**
- ▲ **High School**
- **District Office**  
699 Old Orchard Dr., Danville
- **Service Center**  
3280 Crow Canyon Rd., San Ramon

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