

Dear SJSJ Substitute Teachers,

This letter will give you the information you need to complete the compliance training along with the required assessment for the 2018-19 school year. The assessment will be completed on Google Forms. I think most people will be able to complete the entire process in 90 minutes or less. All substitutes are required to complete this training and the assessment no later than **January 20, 2019**. The expectation is that you complete the training outside of the classroom. You will be paid \$47.50 to be submitted to payroll upon completion of the assessment with a passing score of at least 80%.

You will find the links to the "Compliance Training PowerPoint", "Compliance Training Questions" and the "Assessment" on the same webpage as this memo. You will need to go through each PowerPoint presentation and read the included material. The questions in the other document are grouped according to the section of the PowerPoint presentation to which they apply. For example, the first section of the PowerPoint deals with the District Discipline Code. The first set of questions (1-3) apply to that section.

The last slide in each section of the PowerPoint presentation has the link to one or more additional resources that you can access if you want additional information on the topic.

After you have read all of the materials and answered the questions, you need to go to Google Forms to complete the assessment. The assessment has the same questions in the same order as you will find on the document you have for your use as you go through each section. You will be asked to enter your name and employee ID number. This is so we will know who has completed the training. You will be expected to score at least 80% on the assessment or you will be required to repeat the training. You will only hear from us if you do not score at least 80% and need to retake the assessment. It should be easy to score at or above the required percentage as you will have all of the questions in advance of the assessment and can select the right answers as you go through the training.

The link you will need to get to your assessment in Google Forms is <https://goo.gl/forms/nzdetCpxFcYMZHQu1>. To access the assessment you will then enter the name associated with your email account. Finally, you will need to supply a password to Google Forms, which is the same one you use to log in to your school email.

The training does not have to be done all in one sitting and should not be done during work hours. Substitutes will be paid the half-day rate of \$47.50 to complete the training.

Each substitute needs to review the material and take the assessment no later than January 20, 2019. Compliance training is a legal requirement for each employee.

Contact the Human Resources office at 671-4000 if you have questions.

Sincerely, Dr. Brian Kraus