

# GUEST TEACHER HANDBOOK

## 2024-2025



**MINIDOKA COUNTY SCHOOL DISTRICT**

310 10th Street

Rupert, Idaho 83350

208-436-4727

[www.minidokaschools.org](http://www.minidokaschools.org)



# ***Minidoka County School District #331***

***"Empowering Students for Success"***

## ***Welcome to the Minidoka County School District!***

We are very pleased that you have chosen to join our guest teaching team. We are looking forward to working with you and making this year a positive experience for you, our teachers, and especially for our students. We have put the information in this handbook together to help support and guide you while you are working as a guest teacher in all Minidoka Schools.

Our primary goal is to ensure our guest teachers have the knowledge and skills to successfully engage and support our students in their teacher's absence. We encourage you to ask questions and make use of the experts in the field (nearby teachers, administrators, and our office) whenever possible. Our commitment to you is to provide you with the training and support you need to be successful instructing and managing the classroom. Throughout the year we will offer opportunities to work with experts from our district on developing your classroom management and curriculum delivery skills. Please take advantage of these opportunities as they benefit both you and our students.

Please know your feedback is critical to the success of our overall program. We welcome constructive feedback and encourage you to utilize our feedback forms to share your guest teaching experiences and complete any surveys we may send you for your input. This information will help us to provide you with the best possible experiences in the future.

As we continue to navigate these challenging times, please know that we are looking forward to a great year with all of you. We are so happy you have decided to be part of our team. Thank you, for your willingness to serve in our district.

# Minidoka County School District (MCSD) Guest Teacher Employment Process

## Step 1: Application and Initial Steps

1. **Complete the Online Guest Teacher Application:**
    - Submit your application online through the district's portal.
  2. **Attend the Group Guest Teacher Orientation/Interview:**
    - Participate in the scheduled orientation and interview session.
  3. **Review and Sign the Memorandum of Understanding for Guest Teacher Conduct:**
    - Ensure you read and agree to the district's expectations for guest teacher conduct.
  4. **Set Up a Final Paperwork Appointment with the Business Office:**
    - Schedule an appointment for completing required documentation.
  5. **Optional: Para-Pro Testing:**
    - If you do not have a degree or 32 post-secondary credits and wish to be considered for full-time paraprofessional work, you must schedule para-pro testing through the Guest Teacher Coordinator.
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## Step 2: Final Employment Steps (Required After Board Approval)

1. **Confirm Your Appointment with the Business Office:**
  - Contact the Business Office at (208) 436-4727, ext. 1108, to confirm your appointment.
2. **Prepare Required Documents for Your Appointment:**
  - Bring the following:
    - Two forms of identification.
    - Training certificates (Safe Schools completion).
    - Personnel Policy Acknowledgement form (signed during your Safe Schools training).
3. **Submit Transcripts to the Human Resources Department:**
  - Provide transcripts showing degrees or post-secondary coursework to ensure accurate pay based on your qualifications.
4. **Complete Fingerprinting and Background Check:**
  - Fingerprinting and background checks are required by Idaho law.
  - Bring the following:
    - \$28.50 in exact cash for the fingerprint fee.
    - \$5 in exact cash for the Sheriff's Office fingerprinting process.
5. **Fill Out I-9 and W-4 Employment Paperwork:**
  - Complete these forms during your Business Office appointment.
6. **Set Up Your MCSD Absence Management System Account:**
  - Receive guidance on using the system to manage absences.
7. **Direct Deposit Setup (Optional):**
  - If desired, complete the paperwork to set up direct deposit with the Business Office. Otherwise, your paycheck will be mailed to you.

# **Guest Teacher Salary Schedule Minidoka School District**

## **Guest Teacher Salary Schedule**

Current Idaho Teaching Certificate = **\$122.00**

Bachelor's Degree or Higher = **\$ 115.00**

Associate's Degree, 32 Credits or Parapro Test = **\$ 108.00**

No Degree = **\$ 100.00**

**Subs for Certified positions will be paid either a half day or a full day as indicated in the sub system**

Any guest teacher that is employed for **8** continuous days for the same certificated teacher, on the 9th day they will be paid an additional \$ 5.00 per day, retroactive back to the time they started the assignment for said teacher.

Any guest teacher wishing to be a permanent part-time guest teacher in a specific building will be required to be highly qualified, which would mean they either need to take and pass the Para-Pro test or have 32 credits. The pay for this commitment to the district will be at a rate of \$111.25 per day for 74 days.

You are encouraged to keep a written record of your teaching activities (i.e. days, building, and teacher). If you have questions regarding your paycheck, please contact the Payroll Department at (208)436-4727.

# Payroll

- Monthly pay periods run from the 1<sup>st</sup> through the end of the month and will be **paid out in the following month.**
- Paychecks will normally be issued on the 25<sup>th</sup> of each month. If the normally scheduled payday falls on a holiday or a weekend, the payroll will be available and released on the business day immediately preceding the normal scheduled payday.
- Checks will automatically be mailed to the address on file one day prior to the scheduled pay date unless you inform the Payroll & Benefits Specialist at 208-436-4727 of other arrangements ahead of time.
- You can sign up for direct deposit by getting the appropriate paperwork from the Business Office and returning it to the Payroll & Benefits Specialist.

## 2024-2025 Payroll Schedule

Payroll Date 2024-2025	Pay Cycle	Pay Period	Month
July 25, 2024	1	1	07/01/24---07/31/24
August 24, 2024	1	2	08/01/24---08/31/24
September 25, 2024	1	3	09/01/24---09/30/24
October 25, 2024	1	4	10/01/24---10/31/24
November 25, 2024	1	5	11/01/24---11/30/24
December 20, 2024	1	6	12/01/24---12/31/24
January 24, 2024	1	7	01/01/24---01/31/25
February 25, 2024	1	8	02/01/24---02/29/25
March 25, 2024	1	9	03/01/24---03/31/25
April 25, 2024	1	10	04/01/24---04/30/25
May 24, 2024	1	11	05/01/24---05/31/25
June 25, 2024	1	12	06/01/24---06/30/25
July 25, 2024	1	13	07/01/24---07/31/25
August 25, 2024	1	14	08/01/24---08/31/25

All Substitute and Coaches checks are mailed one day prior to the scheduled pay date noted above. As per Policy 756.00 Payroll Procedures:

Paychecks will normally be issued on the 25th of each month. If the normally scheduled pay day falls on a weekend, the payroll will be available and released on the business day immediately preceding the normally scheduled pay day.

**Please inform our Human Resource staff and our Guest Teacher Support if you no longer plan to guest teach for Minidoka Schools or you will be unavailable to guest teach for an extended period of time at 208-436-4727, ext. 1155.**

**NOTE: Any guest teacher who has not taken at least 1 job a month for three consecutive months, will be dropped from the MCSD guest teacher list and required to reapply.**

## MINIDOKA COUNTY SCHOOL DISTRICT #331 2024-2025 STAFF CALENDAR

### July

4 Independence Day

JULY							Student Days	Contract Days
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31				0	0

### August

5 Registration at East Minico (Aequia, Rupert, East, MHUH)  
5 Registration: Minico/MHHS New Students  
6 Registration at West Minico (Heyburn, Paul, West)  
6-7 Registration Minico/MHHS  
12-15 Teachers on Contract  
12 Back to School Meeting  
13 1/2 P.D; 1/2 Work Day  
14 Work Day  
15 Orientation 8th & 9th  
19 First Day of School

AUGUST							Student Days	Contract Days
S	M	T	W	T	F	S		
				1	2	3	0	0
4	5	6	7	8	9	10	0	0
11	12	13	14	15	16	17	0	+
18	19	20	21	22	23	24	+	+
25	26	27	28	29	30	31	+	+
							8	12

### September

2 Labor Day, No School  
13 Teacher In-Service  
27 Teacher In-Service

SEPTEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
1	2	3	4	5	6	7	3	+
8	9	10	11	12	13	14	+	5
15	16	17	18	19	20	21	+	+
22	23	24	25	26	27	28	+	5
29	30						1	1
							10	10

### October

4 Teacher In-Service  
10 PTC 4:30 - 8:30 p.m.  
11 PTC 8 a.m.- 12:00 p.m. (half Day)  
17 Mt. Harrison PTC 4:30-8:30 p.m.  
21 Mt. Harrison 2nd Quarter Starts

OCTOBER							Student Days	Contract Days
S	M	T	W	T	F	S		
		1	2	3	4	5	3	+
6	7	8	9	10	11	12	+	5
13	14	15	16	17	18	19	+	+
20	21	22	23	24	25	26	+	+
27	28	29	30	31			+	+
							10	21

### November

8 Teacher In-Service  
27-29 Thanksgiving Break, No School

NOVEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	0	0
2	3	4	5	6	7	8	9	5
9	10	11	12	13	14	15	+	+
16	17	18	19	20	21	22	+	+
23	24	25	26	27	28	29	2	3
30							14	10

### December

12 Mt. Harrison PTC 4:30-8:30 p.m.  
20 Teacher Work Day, No School  
23-31 Christmas Break, No School

DECEMBER							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	0	0
2	3	4	5	6	7	8	+	+
9	10	11	12	13	14	15	+	+
16	17	18	19	20	21	22	+	5
23	24	25	26	27	28	29	0	1
30	31						0	0
							12	14

### January

1 New Year's Day  
1-3 Christmas Break  
6 2nd Sem/3rd Qtr Begins  
10 Teacher In-Service

JANUARY							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	0	1
2	3	4	5	6	7	8	+	5
9	10	11	12	13	14	15	+	+
16	17	18	19	20	21	22	+	+
23	24	25	26	27	28	29	+	+
30	31						10	10

### February

7 Teacher In-Service  
17 Presidents Day, No School  
21 Teacher In-Service

FEBRUARY							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	0	0
2	3	4	5	6	7	8	+	5
9	10	11	12	13	14	15	+	+
16	17	18	19	20	21	22	3	+
23	24	25	26	27	28	29	+	+
							16	17

### March

7 Teacher In-Service  
13 PTC 4:30 - 8:30 p.m.  
13 Mt. Harrison PTC 4:30-8:30 p.m.  
14 PTC 8 a.m.- 12:00 p.m. (half Day)  
17 Mt. Harrison 4th Quarter Starts  
24-28 Spring Break, No School

MARCH							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	0	0
2	3	4	5	6	7	8	+	5
9	10	11	12	13	14	15	+	5
16	17	18	19	20	21	22	+	+
23	24	25	26	27	28	29	0	0
30	31						1	1
							12	16

### April

11 Teacher In-Service  
25 Teacher In-Service  
25 Kindergarten Pre-Registration

APRIL							Student Days	Contract Days
S	M	T	W	T	F	S		
		1	2	3	4	5	3	3
6	7	8	9	10	11	12	+	5
13	14	15	16	17	18	19	+	+
20	21	22	23	24	25	26	+	5
27	28	29	30				3	3
							12	20

### May

9 Teacher In-Service  
22 Last Day for Preschool  
26 Memorial Day  
28 Mt. Harrison Graduation  
29 Minico Graduation  
29 Last Day of School, Early Dismissal  
30 Teacher Work Day

MAY							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	3	1
2	3	4	5	6	7	8	+	5
9	10	11	12	13	14	15	+	+
16	17	18	19	20	21	22	+	+
23	24	25	26	27	28	29	3	5
30	31						10	10

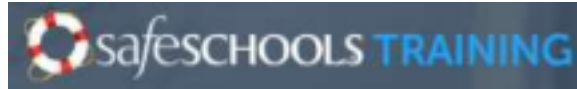
### June

JUNE							Student Days	Contract Days
S	M	T	W	T	F	S		
						1	0	0
2	3	4	5	6	7	8	0	0
9	10	11	12	13	14	15	0	0
16	17	18	19	20	21	22	0	0
23	24	25	26	27	28	29	0	0
30	31						0	0
							0	0

LEGEND:	
	Holiday
	No School, Non Contract Day
	No School, Staff Development
	PTC 4:30 p.m. - 8:30 p.m.
	PTC 8:00 a.m. - 12:00 p.m.
	Mt. Harrison PTC
	Mt. Harrison Quarter Begins
	Teacher Work Day, No School
	Semester Begins
	Early Release - School Dismiss 1:00 p.m.
NO School on Fridays	

Total Student Days/Contract Days	147	171
B1	89	
B2	73	
G1	36	
G2	34	
G3	36	
G4	42	
<b>Total</b>	<b>147</b>	<b>171</b>

# Required Training



1. Go to the Minidoka County School District website at [www.minidokaschools.org](http://www.minidokaschools.org).
2. Click on the Menu
3. Under Employees, click on Employee Portal.
4. Click on Safe Schools (it is highly recommended that you bookmark this page for easier access) ✓  
**Username** = use the first part of your email (ie. if your email is zsmith@minidokaschools.org, you would use zsmith). NOTE: If you have a common last name like Smith, you may need to check your district email address.  
✓ Click on **Log Me In!**  
✓ If you have trouble logging in, please call the Safety Coordinator at the number below.
5. Choose one of the **mandatory** courses listed for you to take and click on Start □.
6. Review the full course or policy and take any quizzes that may be presented. Most quizzes require an 80% or higher.
7. Print your certificate upon completion.
8. Suggested courses can be completed at any time for additional training.
9. Bring your certificates to the District Office and deliver them to the HR assistant at the time of your new-hire appointment.

*If you have questions or problems with Safe Schools, please contact Ellen Austin at 208-436-4727 ext.1133.*

*Updated: July 2024*

# Phone Directory

Report to work at least 15 minutes before the scheduled start of school.

## **Minidoka County School District #331 (208) 436-4727**

Jeannie Coulson - Human Resources *Ext. 1107*

Akayla Garner – Business Office Assistant/Red Rover Specialist *Ext. 1108*

Ellen Austin – Guest Teacher Administrator *Ext 1133*

## **Acequia Elementary School Hours 7:30-3:00 (208) 436-6985**

360 N 350 E Acequia

Heather Hepworth, Principal

*Cheri Kontos, Secretary*

## **Heyburn Elementary School School Hours 7:30-3:00 (208) 679-2400**

1151 7th Street, Heyburn

Danelle Stutzman, Principal

Tamara Carter, Asst. Principal

Marika Koberr and Elva Reyes, Secretaries

## **Paul Elementary School School Hours 7:30-3:00 (208) 438-2211**

201 N 1st Street West, Paul

Josh Greenwalt, Principal

Tara Mabey Secretaries

## **Rupert Elementary School School Hours 7:30-3:00 (208) 436-9707**

202 18th Street, Rupert

Angela Davidson, Principal

Cory Kniep, Asst. Principal

Tina Lara and Katie Hartley, Secretaries



**East Minico Middle School School Hours 7:30-4:00 (208) 436-3178**

1805 H Street, Rupert

Dustin Heath, Principal  
Tamara Carter, Asst. Principal

Pat Vigil, Secretary

**West Minico Middle School School Hours 7:30-4:00 (208) 438-5018**

155 S. 600 W. Paul

Ashley Johnson, Principal  
Tamara Carter, Asst. Principal

Cristina Silva, Secretary

**Minico High School School Hours 7:30-4:00 (208) 436-4721**

292 W. 100 S. Rupert

Kimberley Kidd, Principal

Kailee Hansen & Terry Merrill, Asst. Principals

Dawna Reddington - Secretaries,

Brandi Perez – attendance,

**Mt. Harrison Sr. High School Hours 7:30-4:00 (208) 436-6252**

1431 17th Street, Heyburn

Maggie Spagnolo, Principal

*Lucero Navarrete, Secretary*

**Minidoka Jr. High/MPC School Hours 7:30-4:00 (208) 436-4728**

310 10th Street, Rupert

Dyann Blood, Principal

Jennifer Gonzalez, Secretary

**Juvenile Detention Center School Hours 7:30-4:00**

718 H Street, Rupert  
Carly Grant, Teacher