



Santa Clara
Adult Education
Santa Clara Unified School District

Employee Handbook



Director's Message

Dear Staff Member,

Welcome to Santa Clara Adult Education (SCAE)! We are excited that you are a part of our vibrant community.

To provide you with a resource to answer common questions and concerns, we have prepared a comprehensive staff handbook. If you have questions or concerns that are not outlined here, please contact your supervisor. You may receive updated information regarding changes from time to time.

The purpose this handbook is to help orient you to Santa Clara Adult Education and its programs, policies and procedures; therefore, the information contained in this handbook is important. Given this, we ask that your review this document, sign and submit Page 2 to the school secretary.

Our interest is to ensure that your employment with us is fulfilling, rewarding and professionally challenging.

Sincerely,
Brenda Carrillo, Ed.D.



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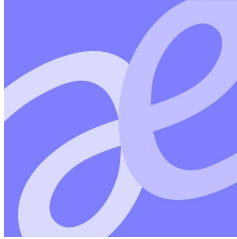
**Acknowledgement of
receipt of
Employee Handbook**

I have read the Santa Clara Adult Education (SCAE) Employee Handbook and am informed about the content, requirements, and expectations of employment with SCAE. If I have questions, at any time, regarding information found in the handbook, or any other concerns, I will consult with my immediate supervisor.

Staff Name (please print): _____

Staff Signature: _____

Date: _____



Mission Statement

Santa Clara Adult Education's mission is to empower adults of all ages and abilities to succeed in an ever-changing world.

School-wide Learning Outcomes

- Students will achieve a measurable increase in knowledge and skills in their area of study.
- Students will gain knowledge to identify and access diverse resources, information and technology related to their area of study.
- Students will apply knowledge and skills from their areas of study to their personal and professional lives.

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Office Hours

Call the specific office to verify these hours as hours may change for staff activities.

Adult Education Office

Monday - Thursday 8:00 am - 8:00 pm

Friday 8:00 am -1:00 pm

(408) 423-3500

Alarm

In order to maintain a safe teaching and learning environment, please make note of the following important notices:

Classes are offered Monday through Friday, 7 am to 9:30 pm and Saturdays, 7:30 am to 3:30 pm.

Monday to Friday

In order to accommodate the custodial work schedule please do not enter any buildings or classrooms prior to 7 am without prior approval from the leadership staff. Additionally, all staff must exit the classrooms by 9:45 pm each day to accommodate the custodial work schedule.

Saturdays

Saturdays the campus may be accessed from 7:30am to 3:30pm.

Sunday the campus is closed.

Please note that every time the alarm is set off, the school incurs various costs; therefore, adherence to this schedule is imperative.

General School Information

A. Accident Procedures

For any life-threatening emergency, call 911. You can also call directly to the Santa Clara Police Dispatch at 408-615-5580. Always call the Adult Education Office at 3500 to notify an administrator of the emergency.

Student Accidents: Report all accidents to your Program Supervisor or to an onsite administrator immediately. Please contact the school secretary for a Student Accident Report. The report must be filled out entirely and turned in that same day.

Employee Accidents: All employees are required to report injuries, even though minor, to their immediate supervisor, who will in turn send the employee for First Aid or medical treatment if needed. Please contact the school secretary for the paperwork.

B. Campus Map

A map of the campus is available [here](#).

C. Calendar

Each program has a calendar. Please check with your program supervisor for specific dates for your class. *Please note: Share the calendar dates with your class each term.*

D. Catalog

The catalog is printed four times per year and is available in the front office and online. Every Santa Clara resident receives a catalog through the mail. Individuals who live outside Santa Clara and want to receive a catalog in the mail can come in or call the Front Office at (408) 423-3500 and request their name be placed on the mailing list.

E. Complaint Procedure

In order to provide a prompt and orderly process for complaints of all types, Santa Clara Adult Education follows the [Santa Clara USD Administrative Regulation 1312.1 Community Relations](#).

F. Copy Services

The Adult Education Office has two photocopier machines you may use to copy materials for class. You will need to get a code from your program supervisor.

Large or specialized orders (100 copies or more) should be sent to the district print shop. Please submit the completed Print Shop Form to your program supervisor for approval.

Expenses for copies from outside vendors (i.e. Kinko's) will not be reimbursed.

G. Crime Free Zone

Santa Clara Adult Education campus is a crime free zone. This means that any persons involved in criminal activity committed in or within 100 feet of the school will be prosecuted vigorously. Please report any suspicious activity of any kind or any crime to the front office immediately.

H. Custodial Support

Please talk with your Program Supervisor about the procedure to locate a custodian for assistance or emergency maintenance.

I. Customer Service

Please remember that our students are our customers and, as such, are our number one priority. Your colleagues are also your customers. When you avail yourself of the assistance of another staff member, please respect the fact that they are often very busy. Remember to allow them sufficient time to handle the routine tasks of your class preparation, such as picking up keys and packets, asking questions, etc.

J. Emergency Procedures

Make note of disaster plans and evacuation routes. They are located by the door to the classroom. It is your responsibility to be aware of the specific emergency procedures for your classroom. Review the evacuation routes with your students at the beginning of each new session. All classes are expected to participate in emergency drills. Familiarize yourself with the location of the classroom Red Disaster Bag.

Please note: Review the disaster plans each term. The plans are posted in each classroom. As a school employee, you may not be able to leave the campus in an emergency. Please plan accordingly.

K. First Aid

For your safety, ask your Program Supervisor to show you the location of first aid supplies (rubber gloves, ice packs, bandages, etc.) and proper procedures. You are encouraged to be certified in First Aid as well as CPR.

L. Food Choices

On the main Santa Clara Adult Education campus there are several places to purchase food. There is a cafeteria located in the multi-purpose room across from the main office. The cafeteria is open from 10:30 a.m. to 1:00 p.m. Monday – Friday. Vending machines are located in the student lounge. Food or drinks are not allowed in the classrooms.

M. Harassment - Bullying

The SCUSD Governing Board is committed to providing a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of

these actual or perceived characteristics. The complete Administrative Regulation is [here](#).

Harassment - Sexual involving Employee

Sexual Harassment involving employees, interns, volunteers, and job applicants is prohibited. The complete Administrative Regulation regarding Sexual Harassment is [here](#).

Harassment - Sexual involving Student

Prohibited sexual harassment involving students includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting. The complete Administrative Regulation regarding Sexual Harassment is [here](#).

Maintaining professional boundaries at all times between staff and students is expected. Therefore, activities such as employees dating students is strongly discouraged.

N. Liability

Some classes require students to complete and sign a Participation or Exercise Agreement. Check with your program supervisor to see if your class requires this form.

Please note: Do not drive students anywhere. Do ask students to drive each other home. Santa Clara Adult Education will be liable for any accident or incident involving the student. Be aware of your own personal liability.

O. Parking

Parking at Santa Clara Adult Education is available at the front, back, and either side of the campus. There are certain times of the day and certain days when it is hard to find a parking space. Designated staff parking is available behind the front office.

P. Public Relations

It is important to share positive outcomes with all staff, the school district, and the wider community. News about any special events, student, teacher, or class accomplishments should be shared with your program supervisor.

Please note: Your supervisor and the district office Public Relations Department must be notified prior to any communication with the media.

Q. Smoking

Santa Clara Adult Education is a smoke-free campus. There is no smoking at any time. Persons wishing to smoke must leave the school grounds.

R. Staff Lounge

Across from the Adult Education Office is a staff lounge. This room is for employees only and is designed as an area where staff may take a break or eat lunch.

S. Volunteers

Santa Clara Adult Education has a number of volunteers. The role of the volunteer is to enhance the learning experience for the student. You may be responsible for supervising a classroom volunteer. Appropriate tasks for the volunteers might include working individually with students, preparing the classroom, and cleaning up. All volunteers must have official paperwork completed before they can actively participate in the classroom. Please see your supervisor for the Volunteer Forms.

Employment Information

A. TB Assessment Requirement

All employees by state law to have a TB assessment prior to starting work and then every four years. The district office may notify you that your test is expiring, but please make sure you are aware of the expiration date as well. The test is available through the District. Please check with the school secretary for testing times and locations.

B. Salary Information

- The Certificated Instructor salary schedule is based on the number of total cumulative hours that an individual has worked. Please see [here](#) for the current Certificated rates.
- The Classified Instructor hourly salary rate is \$28.07.

C. Payroll Sheets

Payroll sheets can be obtained in the Front Office or from your Program Supervisor. Give the completed timesheet to your Supervisor based on the schedule provided. Be sure you sign the bottom of the form. Your payroll sheet must be turned in on time in order for you to be paid on time. Please check with your Supervisor for monthly due dates.

Please note: Completing your timesheets on time is your responsibility. If you submit a timesheet after the due dates, it will not be paid.

D. Confidentiality

You are expected to act in a professional manner toward students and other staff.

Do not give out any personal information concerning a student or staff member to any person other than a teacher or administrator.

Do not verify enrollment for anyone but the actual student.

Please remember that student information is confidential. Treat all paperwork containing personal information with great care. A violation may be cause for disciplinary action or dismissal.

Note: Please remember to protect students' personal information at all times.

E. Change of Address

It is important to keep your file current so your paycheck is mailed to the proper address. It is your responsibility to fill out a change of address form that is available in the main office.

Note: Please make sure your emergency contact form is up-to-date.

F. Dress Code

Santa Clara Adult Education staff is always interacting with a diverse customer base. All employees should exercise discretion in wearing attire that is appropriate and professional for the type of class taught and the interaction with students. Some programs may require specific attire in order to maintain safety.

G. Email Address

You may be issued a district email address. Please note that you will be expected to check your email on a regular basis. If you do not have a district email, you may request one through your supervisor, or you may use your own. If you use your own, please provide it to the school secretary and your program supervisor.

H. Expense Reports

You need to get authorization from the program supervisor prior to any out-of-pocket expenses. To be reimbursed for an authorized expenditure, please fill out an "Expense Report" form and attach original receipts (copies will not be

accepted). Submit the expense report to your supervisor. You will receive a check in 4-6 weeks. Lack of pre-authorization may result in an inability to be reimbursed.

I. Mail Boxes

Each employee has a mailbox in the appropriate office. Check with supervisor for the location of your box. Attendance and other timely news is placed there to keep you updated and informed. Check your mailbox each work day.

Your program supervisor also has a box located in the adult education office. Please use the mailboxes as an additional means of communication.

J. Sick Leave

- Certificated employees accumulate one hour of sick leave for every 18 hours of work.
- Classified employees accumulate one hour of sick leave for every 30 hours of work.

Please see your paycheck for your sick leave balance. Earned sick leave is accumulated on a month-to-month basis and is transferable from district to district. The employee must request the transfer.

K. Personal Necessity

With prior approval from your program supervisor, certificated employees may use a portion of sick leave for personal necessity. A **Personal Necessity Request** form must be completed and turned in within 3 working days prior to the requests. Please see your program Supervisor further details.

L. Room/Teaching Supplies

Some rooms have extra supplies such as dry erase markers, paper for printer, etc. If you need any supplies, please ask your supervisor.

Note: Please do not use supplies from the teacher's desk unless the program supervisor has arranged for you to do so.

M. Resignation

In order to resign in good standing, an employee shall provide the program supervisor with a resignation form at least two weeks before the date it is to take effect. Resignation forms can be obtained in the adult education office.

N. Staff Development

Many programs have staff development opportunities to meet program needs. Limited funding may be available for conferences, seminars, etc. that directly involve your position. Talk to your program supervisor if you would like to participate in a specific staff development event.

O. Tax-Sheltered Annuity

A tax-sheltered annuity is available for credentialed employees. For more information, please contact the payroll department at (408) 423-2000.

Teaching Information

A. Class start time

Please be prompt in arriving for your class. This is extremely important and a common courtesy for our students. You are required to be in the classroom ready to start teaching at the scheduled time. Be prepared. It is recommended that you arrive at your room a few minutes early to allow for room preparation and to handle any unforeseen problems. You shall be responsible and accountable for conducting a quality educational program. This includes being familiar with the policies and procedures that relate to your school duties.

B. Tardiness

If you ever run late, call the office at (408) 423-3500 so they can send someone to the classroom to cover for you or to notify your students.

Please note: Excessive tardiness will be cause for disciplinary action.

C. Absences

Continuity is very important to students, and instructors are expected to meet with their classes as scheduled. Do not plan your vacation during days that you are scheduled to work. Please discuss any absences with the supervisor to determine the best procedure in case you are ill and/or are not unable to continue teaching the class for any reason. Each program supervisor may have different instructions for you to follow. If a class session must be cancelled it *may* be rescheduled during make-up weeks at the end of the term.

D. Attendance

Please keep accurate records of all student attendance. Maintain your own record of the number of hours each student attends class.

E. Attendance - Paper

Some staff will receive attendance forms in their mail boxes on the first day of class. Please see your program supervisor to clarify attendance due dates.

For any students who are not on the attendance sheet, please verify enrollment. After enrollment verification, please write the student name in pen in the appropriate column and record the attendance as usual.

F. Attendance - ASAP

Some staff will input attendance information online. Please see your program supervisor about setting up online access to ASAP.

G. Course Outline

Course outlines must be developed for every class except those in the Enrichment Program. This is a state education code requirement. These outlines identify goals, objectives, instructional strategies and evaluations for the class. Please review and make sure it is in line with your goals for the class. If it is not, make appropriate revisions after discussion with your program supervisor.

H. Evaluation- Course Evaluation

You are encouraged to seek out data from your students each term in order to determine the effectiveness of the course content and instruction. Please see your program supervisor for the correct evaluation form and any other instructions regarding course evaluations.

I. Evaluation- Instructor

Santa Clara Adult Education uses the Instructor Development Process (IDP) to evaluation instruction. The IDP may include input from a variety of sources, including student interviews, course evaluations, and classroom observations. It is a cooperative process, and is meant to identify both areas of strength, areas of growth and a plan for improvement.

Please contact your program supervisor if you have questions about the evaluation process.

J. Liability-Children and visitors in the classroom

Please note: Please do not allow any children in the classroom. Santa Clara Adult Education will be liable for any accident or incident involving the student. Be aware of your own personal liability.

Adults who are not enrolled in the class, but who wish to visit, must be pre-approved by the supervisor.

K. Registration

Students may register for classes in person, by mail, phone, FAX, or Internet. On the first day of class, your class list will be in your box. The packet may contain student roster, student signature roster, and attendance sheet.

Please note: If you have students who want to add the day of class, send them to adult education office to register and pay fees.

The student will return to class with proof of payment. Print the student's name, in ink, on the bottom of the attendance form. If there is no more room on the attendance sheet, you will need to request an additional sheet.

Please note that your program may use different registration procedures. Please check with your supervisor if you are not clear about this.

Please note: Only registered students are allowed in the classroom.

L. Refund Policy

As stated in the catalog, no refund will be given to students who voluntarily withdraw from the class in which they have enrolled.

Please note: Do not make arrangements with students for course refunds. Please refer all questions about refunds to the program supervisor.

M. Room Use

To obtain a key, if necessary, check with your program supervisor for the proper procedure. When class is over, be sure all equipment is turned off. Leave the

room in a clean and orderly manner with the furniture arranged as you found it. Close windows, turn off the lights, lock the door and return the key.

N. Student Conduct

Students are expected to attend class and conduct themselves in an appropriate manner. As a teacher you may drop a student for exhibiting disrespectful and or disruptive behavior in a classroom or on campus.

Please note: If you have a student who is disrupting class, please call the front office and ask for the administrator on duty. The administrator will come to your room to assist.

O. TopsPro

Students in your class may be required to complete forms as part of TopsPro (Tracking of programs and students). Please see your supervisor for procedures on how to complete the forms.

Certificated Employee Information

A. Credential

You may need a California Adult Education or Career and Technical Education Credential to be employed.

To get the credential, the following is needed:

- Official college transcripts
- Photocopy of H.S./GED diploma, college degree.
- Finger printing
- Consulting fees

Please remember that your credential may have certain requirements, like a series of classes that must be completed in a timely manner.

Credential Renewal – You may renew your credential by going online at www.ctc.ca.gov. In order to continue to teach, your credential must be completed in a timely manner. Your teaching position depends on this credential.

Please note: Credential renewal is your responsibility, please be aware of your renewal dates. Please make sure your credential is current. You will not be paid if your credential expires.

B. Medical Benefits

Santa Clara Adult Education provides medical benefits to hourly certificated teachers who teach for at least one year for a minimum of 15 hours per week. Each year, the school secretary determines who is eligible. If you are eligible, you will receive a packet in your mailbox in October. You will need to examine the information carefully and comply with any timelines. There may be a payroll deduction depending on the choice of coverage. Santa Clara Adult Education teachers do not have paid vacation. Please check with your program supervisor if you have questions about your eligibility for coverage.

C. Retirement

Certificated employees may elect to enroll in the State Teachers' Retirement System (STRS). A handbook detailing the program is available from the school secretary. If you work 60 or more hours in one pay period, you will automatically be enrolled into STRS. If you work fewer hours, you may voluntarily enroll. See your program supervisor for details.

D. Union

Santa Clara Adult Education teachers union is the California Federation of Teachers (CFT). Please see the school secretary for contact information for the current CFT president.

Expectations for Instructor's Job Performance

Curricular

- Provides instruction that reflects the Student Learning Outcomes, goals, and objectives of the program, school and district where appropriate.
- Plans, organizes and effectively uses instructional time to maximize student learning (identifies daily objectives, uses course outlines to guide learning).
- Provides an effective program of instruction that uses variety of teaching materials and techniques and is based on needs and capabilities of individuals or learner groups.
- Demonstrates knowledge of subject matter in assigned classes.
- Incorporates formal and informal feedback and data in order to improve course content and/or retain students.

Environmental

- Develops and maintains a learning environment appropriate for the class activities and the norms of adult education (adult materials, seating arrangements, etc.)
- Takes necessary and reasonable precautions to provide a safe environment for learners and takes proactive steps to protect equipment.
- Demonstrates the interpersonal skills and sensitivity to communicate appropriately and work effectively with learners, co-workers, and community.
- Demonstrates sensitivity to learner diversity.
- Provides a supportive environment that fosters learner participation and interaction.

Assessment

- Evaluates learner progress on an ongoing basis and uses assessment information to give feedback, plan and modify instruction (e.g. CASAS records, informal and formal testing, learner work, informal and formal surveys).

Administrative

- Begins instruction on time.
- Assists in the selection of books, equipment, and other instructional materials.
- Maintains and submits records and forms as required by law, school policy and administrative regulations: (e.g. attendance, accountability procedures, course outlines, credentialing)

- Attends and participates in staff, department and district meetings when requested.
- Plans and engages in relevant professional growth activities.
- Performs related duties as assigned by administration (accreditation process, compliance reviews).
- Leaves the classroom clean, orderly and in the condition in which it was found.