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## FAQ SUBSTITUTE QUICK REFERENCE GUIDE

Welcome to the Whitefish Bay School District! You are a vital part of our District and we are happy that you have joined our team. We have provided a Frequently Asked Questions Reference Guide, along with a Building Specific welcome letter, in your substitute packet. Please visit our website for additional information <https://www.wfbschools.com/district/substitute.cfm>

- **Can a Substitute choose when to work?**

Yes, you have the flexibility to make your own schedule. Using Frontline Absence Management, you can pick what jobs you want to take.

- **What is a Substitute paid per job?**

- 15 assignments or less of non consecutive sub days - \$150 per day
- 15 or more full day sub assignments - \$160 per day
- 15 assignments as a Certified Sub Aide - \$16.75 per hour
- 15 assignments or more as a Certified Sub Aide - \$17.00 per hour

- **Where does a Substitute report upon arrival?**

Check in is at the front office of the school. This is where you will receive your sub information and badge for the day.

- **Who will contact me about jobs?**

You may receive jobs multiple ways. You can go online into the Frontline system to review/accept jobs or you may receive calls from the schools you are familiar with.

- **Can I leave if my planning period is the last period of the day?**

No, please reach out to the office staff to see if additional assistance is needed.

- **What is the procedure for job cancellation?**

Per the Guide for Substitute Teachers and Substitute Paraprofessionals, if you cancel a job and it is less than 24 hours before the start time of the assignment, you must call the building secretary.

- **Where do I park?**

Parking is at a premium and is on a first come basis. Please become familiar with Village of Whitefish Bay regulations for street parking.

- **What if there is inclement weather?**

If school is closed due to weather, there are several places to check for additional information. Such information will be listed on our website and on local news platforms, and you should receive a personal alert from the District.

- **How will I receive my Frontline information to log in?**  
You will receive a Frontline invitation in your email. Follow the instructions to create your credentials.
- **How can I edit the call times I would like the system to call me?**  
This can be found under Preference > Call Times.
- **What should I do if I cannot log into my account or I forgot my password?**  
You may request a password reset at the login page. If this does not resolve your issue, you will need to email [hr@wfbschools.com](mailto:hr@wfbschools.com) to receive a password reset email.
- **Is there an app I can download to my phone I can use to accept jobs?**  
Yes, you may download the Frontline Education mobile app for free. Once you download the app you will use your system username and password to sign in.
- **How do I indicate the days that I cannot work?**  
Once logged in you will need to go under the non-workday tab and notate the days and dates you cannot work.
- **How can I view my scheduled jobs?**  
Click the scheduled jobs tab on your home page. Once selected, the system will list your scheduled jobs and details.
- **Why can't I see any jobs available?**  
Please contact HR to make sure your building settings and skill settings are correct.
- **Google Drive Access:** As a substitute you will be given access to Google Drive. You do not have access to GMAIL with WFB unless you are a long-term substitute. With this login you will be able to retrieve lesson plans and any other information the teacher has shared with you.
  1. Login: [firstname.lastname@wfbschools.com](mailto:firstname.lastname@wfbschools.com)
  2. You must be on-site using a District computer or Chromebook.

If you do not see your question, please contact our office at [hr@wfbschools.com](mailto:hr@wfbschools.com).