

2015-2016

Washington Elementary School District

Substitute Teacher



Handbook

Every child

every day

every opportunity



WESD Substitute Services Coordinator:

602-347-2619

Laurel.LaPierre@wesdschools.org

www.wesdschools.org

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Superintendent's Office

Dr. Paul Stanton, Superintendent

4650 W. Sweetwater Ave. • Glendale, AZ 85304

602-347-2602 • Fax: 602-347-2720

paul.stanton@wesdschools.org • wesdschools.org

Dear Team Member:

Thank you for choosing to substitute teach in the Washington Elementary School District. We know you had choices as to where you chose to substitute teach, and we appreciate your willingness to substitute teach with us.

I know your job is not an easy one. Your assignment can be for a short time or for a very long period of time. You may find detailed lesson plans or you may find some with room to improve.

But no matter what the situation, the teacher wants you to keep the learning going, and the students need to know you care about them, albeit even for a short time.

The Substitute Teacher Handbook contains information you will find useful as you substitute teach in our District. If you have a question or need, please contact Substitute Services at 602-347-2619.

Thank you again for serving the children of the Washington Elementary School District.

Sincerely,

Dr. Paul Stanton
Superintendent
Washington Elementary School District

Contacts

Substitute Services...	Laurel La Pierre Substitute Services Coordinator 6:30 a.m.-3:00 p.m. (602) 347-2619 E-mail: laurel.lapierre@wesdschools.org
	SubFinder Phone System 1-844-432-6705
	SubFinder WebConnect https://wesd.subfinderonline.com
Human Resources...	Justin Wing Director of Human Resources (602) 347-2801 E-mail: justin.wing@wesdschools.org
	Human Resources Fax (602) 347-2840
Payroll...	Payroll (602) 347-2693
Schools...	See School Information
Training...	http://washington.gosignmeup.com See Professional Development Section
MIS Help Desk...	(602) 347-2865
Arizona Department of Education...	(602) 542-2378 www.azed.gov
Arizona Department of Public Safety...	(602) 223-2279

WASHINGTON ELEMENTARY SCHOOL DISTRICT CLASS SPECIFICATION

CLASS TITLE: Substitute Teacher

GRADE: Governing Board Approved Salary		POSITION CONTROL:
DEPARTMENT: Substitute Services	ACCOUNTABLE TO: Human Resources Department and Principals	FLSA STATUS: Exempt
CLASS SUMMARY: Under general direction, incumbent(s) teaches one or more subjects to students by following and/or creating lesson plans, instructing to students using different teaching techniques, monitoring students, and maintaining appropriate discipline.		

DUTY NO.	ESSENTIAL DUTIES	FRE-QUENCY	BAND/ GRADE
1.	Instructs students by lecturing, demonstrating, and using audiovisual aids and other materials to supplement lesson plans. Grades papers and materials upon request.	Daily 54%	
2.	Maintains school discipline that includes providing safety and health services to students in the classroom environment.	Daily 20%	
3.	Monitors students and ensures safety on the playground and the cafeteria area before school, during breakfast and lunch, and during recess. Reports any unusual incidents or injury to school administration. Accompanies students from classrooms to other areas including the library, playground, and cafeteria and to buses to ensure orderly behavior.	Daily 7%	
4.	Interacts effectively with students, parents, staff members, and Principal. Meets with parents to discuss progress and problems.	Daily 5%	
5.	Assigns lessons and homework to supplement established lesson plans.	Daily 3%	
6.	Accounts for school and classroom time schedules. Keeps attendance records on all students.	Daily 2%	
7.	Administers tests to evaluate pupil progress, record results, and issues reports to inform parents of progress.	Weekly 2%	
8.	Prepares course objectives and outline for course of study following curriculum guidelines or requirements of the state and the school district.	Monthly 5%	
9.	Participates in faculty and professional meetings, educational conferences, and teacher training workshops.	Monthly 2%	
10.	Performs other duties as required.	As Required	

REQUIRED QUALIFICATIONS:

To be eligible for this position, an applicant must meet the following required qualifications. In addition, verification of these required qualifications is necessary.

- Bachelor’s degree in any field acceptable to the Department of Education;
- Valid Arizona Department of Education substitute certificate;
- Valid Department of Public Safety Fingerprint Clearance Card.

PREFERRED QUALIFICATIONS:

It is preferred that applicant possess the following preferred qualifications; however, the following qualifications are not required to be eligible for this position.

- Bachelor’s degree in education;
- Valid Arizona Department of Education teacher certificate;
- Two years of experience working with children.

KNOWLEDGE AND SKILLS REQUIRED:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills required, but not limited to, for this position include:

- Supervising children including safety and health issues;
- Developing age-appropriate lessons for children;
- Instructing children;
- Identifying safety hazards to children;
- Demonstrating child development theories;
- Using typical activities within a classroom environment;
- Working with children;
- Demonstrating appropriate techniques and procedures;
- Facilitating group activities in a learning environment;
- Preparing classroom for various activities;
- Reading and following lesson plans;
- Applying school rules, policies and procedures;
- Engaging and encouraging communication skills while interacting with supervisors, staff, students, etc. to exchange information.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

E-mail Quick tips

All substitute teachers are set up with a District e-mail account which they are expected to check regularly for District updates. To do so you may use the teacher computer before school or during breaks or use any other computer with internet access.

When accessing e-mail for the first time:

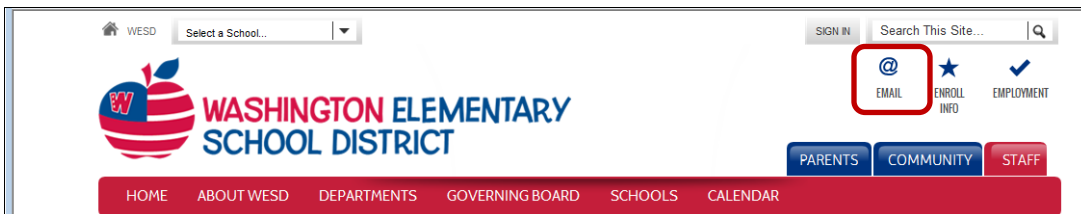
User Name = 1st letter of your first name and up to the first 6 letters of your last name

Example: jdoe or gwashin

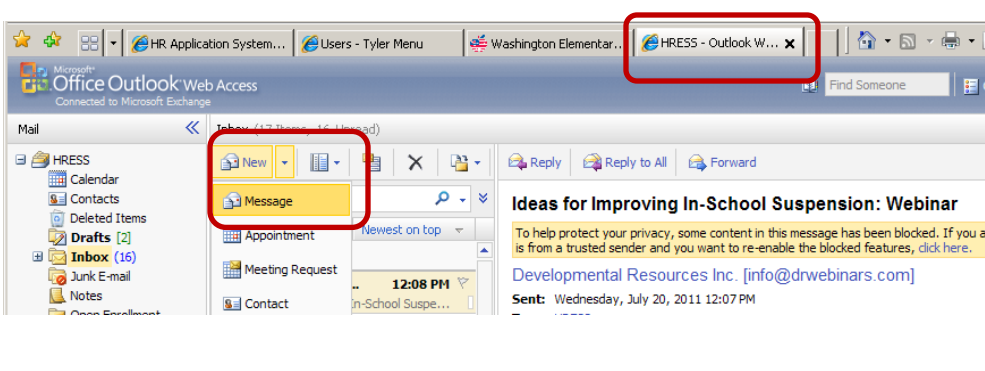
Password = Password1

Your e-mail address is: firstname.lastname@wesdschools.org

This is a generic password and you will be forced to change it immediately before accessing your inbox. Your password must contain at least one capital letter and one number or symbol. (it's recommended that you write down a password "hint" or reminder for yourself, and keep it in a secure place) This combination is also used to log in to District computers. The system will prompt you to change this password every 90 days for security. Please contact the Help Desk at 602-347-2865 if you have any trouble accessing your e-mail account.



1. Starting from the District home page at www.wesdschools.org click the **E-Mail** tab.
2. Enter your user name and password when prompted.
3. Click **Log On**
4. If accessing for the first time, follow the prompts to change your password to something personal.

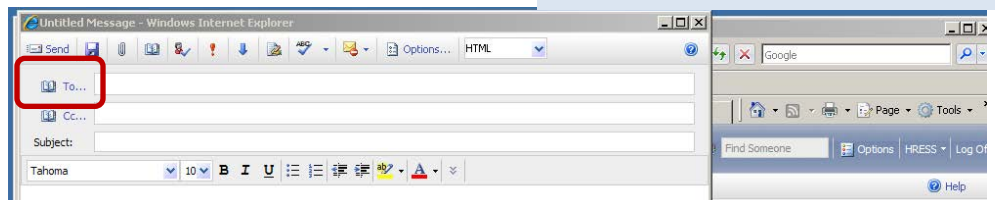


Your Inbox will launch in a separate internet browser tab or window.

Click on a message to read, reply or forward.

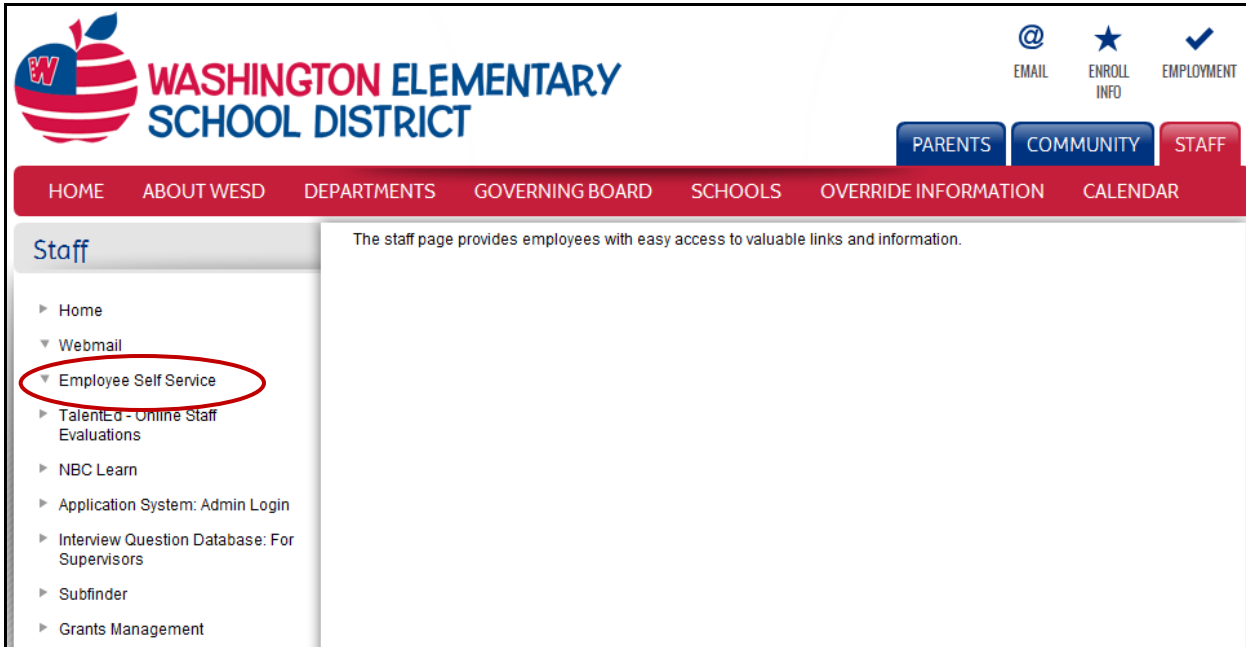
To compose a new e-mail, click **New** then select **Message** from the drop-down box.

Once you have launched a new e-mail Message, click the **To** button to search for the recipient from the District address book.



ESS Quick tips: Logging In

1. To access, ESS, start at www.wesdschools.org
2. Click the **Staff** tab
3. Click the **Employee Self Service** link in the left sidebar



The screenshot shows the Washington Elementary School District website. The header includes the district logo and navigation tabs for PARENTS, COMMUNITY, and STAFF. A red navigation bar contains links for HOME, ABOUT WESD, DEPARTMENTS, GOVERNING BOARD, SCHOOLS, OVERRIDE INFORMATION, and CALENDAR. The STAFF page is active, displaying a sidebar menu with the following items: Home, Webmail, Employee Self Service (circled in red), TalentEd - Online Staff Evaluations, NBC Learn, Application System: Admin Login, Interview Question Database: For Supervisors, Subfinder, and Grants Management. The main content area contains the text: "The staff page provides employees with easy access to valuable links and information."

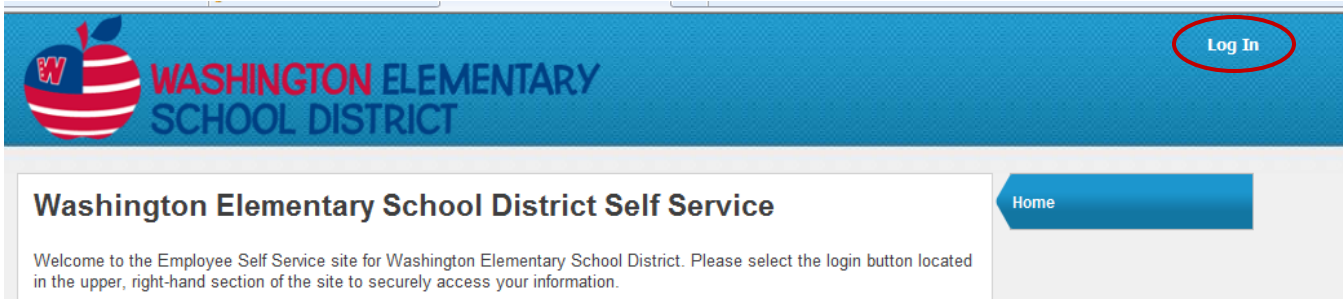
Once the ESS System launches

1. Click **Log In** to get started.

Use your WESD network credentials (the same username/password you use to login to your work computer and/or email every day) to access the Employee Self Service Site.

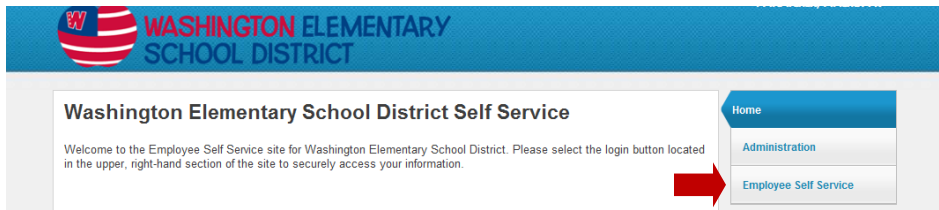
For WESD network password assistance please call the Help Desk at 602-896-2865.

Please note that the "Forgot Your Password" link will not generate the required password



The screenshot shows the Washington Elementary School District Self Service page. The header features the district logo and a "Log In" button circled in red. The main content area is titled "Washington Elementary School District Self Service" and includes a "Home" button. Below the title, a welcome message reads: "Welcome to the Employee Self Service site for Washington Elementary School District. Please select the login button located in the upper, right-hand section of the site to securely access your information."

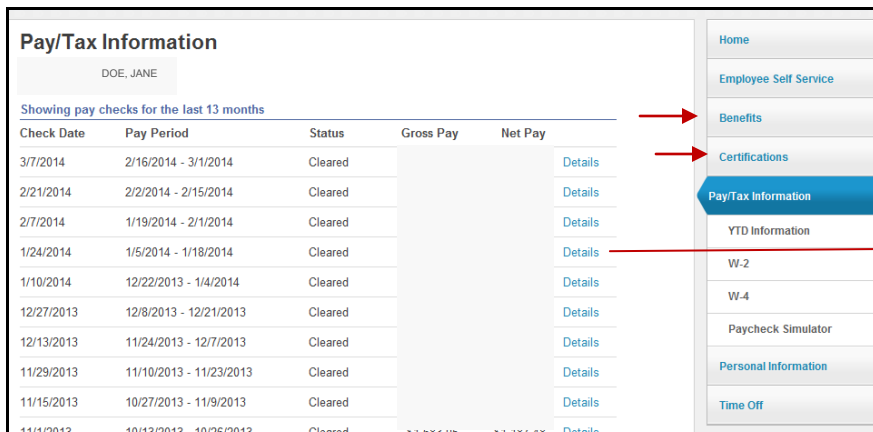
ESS Quick tips: Tabs



Once logged in, click **Employee Self Service** to proceed.

The **Benefits** Tab outlines your *current* enrollment; it does not reflect elections made for the upcoming year, not yet in effect. New elections may appear after actual effective date. Changes to elections are only permitted during Open Enrollment.

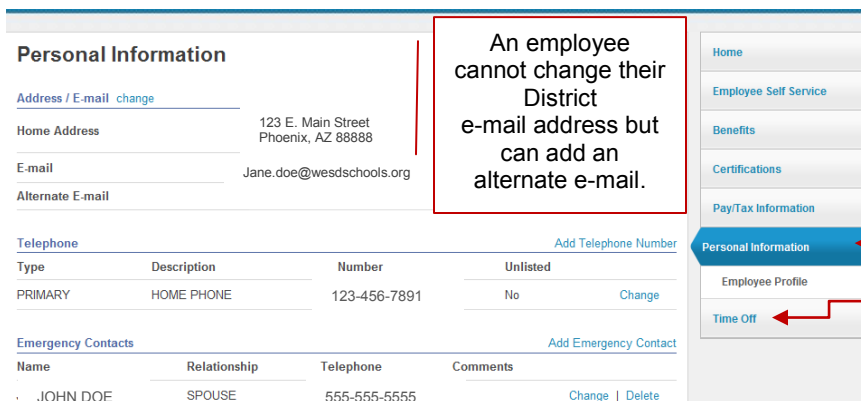
The **Certification** Tab allows certified employees to see details of their certification records on file with the District.



Details allows you to view and print information, such as hours worked and deductions, of a particular check.

The **Pay/Tax Information** Tab has several sub-menus:

- **YTD Information** displays your year-to-date earnings and deduction information (January 1 through December 31) from as far back as 2007.
- **W-4** displays your current Federal tax withholding status. Changes to your filing cannot be made online. To make changes, please print a tax form from the **Resources** section and submit it to the Payroll office.
- **Paycheck Simulator** allows you to calculate how changes to your tax status would affect your net pay. This is only an estimate and entries are not saved.



The **Personal Information** Tab allows you to make changes or additions to the address, phone number and emergency contact on file with the District.

The **Time-Off** Tab enables you to view vacation, sick and leave accrual information including any time earned and/or used, available balances and vacation carryover time. Updates may be delayed up to two weeks. Requests to use time off must be submitted via Kronos.



When finished, please **Log Out** to keep your information secure.

WASHINGTON ELEMENTARY SCHOOL DISTRICT

2015-2016 Staff/Student Calendar

July						
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	

August						
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					

September						
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			

October						
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

November						
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					

December						
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		

January						
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						

February						
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					

March						
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		

April						
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

May						
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				

June						
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		

 First and Last Days of School for Students 100th Day - January 25, 2016 State Testing Window - March 28-April 8, 2016

Beginning Dates

August 3-7 Teacher Work Days
 August 10 First Day of School

Holidays/Breaks

September 7 Labor Day
 October 12-16 Fall Break
 November 11 Veterans' Day
 November 26-27 Thanksgiving
 December 21 -January 1 Winter Break
 January 18 Martin Luther King Day
 February 15 Presidents' Day
 March 14-18 Spring Break







Ending Date

May 24 Last Day for Students
 May 25 Last Day for Teachers

End of Grading Periods



October 9 (44 Days) 1st Quarter
 December 17 (41 Days) 2nd Quarter
 March 11 (48 Days) 3rd Quarter
 May 24 (47 Days) 4th Quarter

Early Release Days

-  Site-Focused Professional Development
-  District-Focused Professional Development
-  Grading Day
-  Teacher Work Time
-  Parent Teacher Conferences
-  Conference Date OR Professional Development

Prof Dev/Grading/Work Days For Teachers

(No Students)

December 18  Prof Dev and Grading
 May 25  End of the Year Work Day

Special Area Teachers' Grading Deadlines:

- September 30 for K-3 and October 7 for 4-8
- December 16 for K-3 and December 18 for 4-8
- March 9 for K-3 and March 23 for 4-8

School Time Schedule 2015-2016

School	Arrival	Start	Dismissal
Abraham Lincoln K-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Acacia K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Alta Vista K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Arizona Cardinals Preparatory Academy Royal Palm 6-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Arroyo K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Cactus Wren K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Chaparral Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Cholla 7-8	07:55 a.m.	08:10 a.m.	03:25 p.m.
New Beginnings Academy (Alt ED) 6-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Desert Foothills 7-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Desert View Pre-K-5	07:15 a.m.	07:30 a.m.	02:45 p.m.
Ironwood Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
John Jacobs Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Lakeview K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Lookout Mountain Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Manzanita Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Maryland Pre-K-8	07:15 a.m.	07:30 a.m.	02:45 p.m.
Moon Mountain Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Mountain Sky 7-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Mountain View Pre-K-8	07:15 a.m.	07:30 a.m.	02:45 p.m.
Ocotillo K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Orangewood K-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Palo Verde Pre-K and 7-8	08:45 a.m.	09:00 a.m.	04:15 p.m.
Richard E. Miller K-5	07:15 a.m.	07:30 a.m.	02:45 p.m.
Roadrunner K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Royal Palm 6-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Sahuaro Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Shaw Butte Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Sunburst K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Sunnyslope K-8	08:00 a.m.	08:15 a.m.	03:30 p.m.
Sunset Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.
Sweetwater K-8	07:15 a.m.	07:30 a.m.	02:45 p.m.
Tumbleweed Pre-K-6	07:15 a.m.	07:30 a.m.	02:45 p.m.
Washington Pre-K-6	08:00 a.m.	08:15 a.m.	03:30 p.m.

Checking In And Out:

Substitute teachers must arrive and leave the school at the start and end time given by the SubFinder System. Upon arrival, substitute teachers must check into the office. Prior to leaving school, substitute teachers are required to check out through the office. Substitute teachers must receive permission from the Principal/Administrator to leave earlier than the ending time given by the SubFinder System.

Half-Day Time List

Start Time		$\frac{1}{2}$ Day End		Start Time		$\frac{1}{2}$ Day End	
07:00 a.m.	through	10:45 a.m.		09:55 a.m.	through	01:40 p.m.	
07:05 a.m.	through	10:50 a.m.		10:00 a.m.	through	01:45 p.m.	
07:10 a.m.	through	10:55 a.m.		10:05 a.m.	through	01:50 p.m.	
07:15 a.m.	through	11:00 a.m.		10:10 a.m.	through	01:55 p.m.	
07:20 a.m.	through	11:05 a.m.		10:15 a.m.	through	02:00 p.m.	
07:25 a.m.	through	11:10 a.m.		10:20 a.m.	through	02:05 p.m.	
07:30 a.m.	through	11:15 a.m.		10:25 a.m.	through	02:10 p.m.	
07:35 a.m.	through	11:20 a.m.		10:30 a.m.	through	02:15 p.m.	
07:40 a.m.	through	11:25 a.m.		10:35 a.m.	through	02:20 p.m.	
07:45 a.m.	through	11:30 a.m.		10:40 a.m.	through	02:25 p.m.	
07:50 a.m.	through	11:35 a.m.		10:45 a.m.	through	02:30 p.m.	
07:55 a.m.	through	11:40 a.m.		10:50 a.m.	through	02:35 p.m.	
08:00 a.m.	through	11:45 a.m.		10:55 a.m.	through	02:40 p.m.	
08:05 a.m.	through	11:50 a.m.		11:00 a.m.	through	02:45 p.m.	
08:10 a.m.	through	11:55 a.m.		11:05 a.m.	through	02:50 p.m.	
08:15 a.m.	through	12:00 p.m.		11:10 a.m.	through	02:55 p.m.	
08:20 a.m.	through	12:05 p.m.		11:15 a.m.	through	03:00 p.m.	
08:25 a.m.	through	12:10 p.m.		11:20 a.m.	through	03:05 p.m.	
08:30 a.m.	through	12:15 p.m.		11:25 a.m.	through	03:10 p.m.	
08:35 a.m.	through	12:20 p.m.		11:30 a.m.	through	03:15 p.m.	
08:40 a.m.	through	12:25 p.m.		11:35 a.m.	through	03:20 p.m.	
08:45 a.m.	through	12:30 p.m.		11:40 a.m.	through	03:25 p.m.	
08:50 a.m.	through	12:35 p.m.		11:45 a.m.	through	03:30 p.m.	
08:55 a.m.	through	12:40 p.m.		11:50 a.m.	through	03:35 p.m.	
09:00 a.m.	through	12:45 p.m.		11:55 a.m.	through	03:40 p.m.	
09:05 a.m.	through	12:50 p.m.		12:00 p.m.	through	03:45 p.m.	
09:10 a.m.	through	12:55 p.m.		12:05 p.m.	through	03:50 p.m.	
09:15 a.m.	through	01:00 p.m.		12:10 p.m.	through	03:55 p.m.	
09:20 a.m.	through	01:05 p.m.		12:15 p.m.	through	04:00 p.m.	
09:25 a.m.	through	01:10 p.m.		12:20 p.m.	through	04:05 p.m.	
09:30 a.m.	through	01:15 p.m.		12:25 p.m.	through	04:10 p.m.	
09:35 a.m.	through	01:20 p.m.		12:30 p.m.	through	04:15 p.m.	
09:40 a.m.	through	01:25 p.m.		12:35 p.m.	through	04:20 p.m.	
09:45 a.m.	through	01:30 p.m.		12:40 p.m.	through	04:25 p.m.	
09:50 a.m.	through	01:35 p.m.		12:45 p.m.	through	04:30 p.m.	

Half-Day/Full-Day Pay

Half-Day

Half-days are 3-3/4 hours a day or less.

If you receive a job for a half-day at 3-3/4 or less hours, do not stay longer unless you first receive permission from the principal or office manager to work beyond 3-3/4 hours.

Full-Day

Full-days are more than 3-3/4 hours. However, if you receive an assignment offer from the substitute caller system for a full-day assignment that lasts between 3-3/4 - 4 hours, please seek permission from that school principal or office manager to work beyond the 3-3/4 hours. If permission is granted by the school principal or office manager, you will get a full-day pay; however, please keep in mind that the school may assign you additional substitute teaching or monitoring duties to extend the ending time of the assignment.

Supplemental Absences

At times, substitute teachers may receive a request to substitute teach for a supplemental absence. Typically, a supplemental absence may be an assignment for a vacant position or for a special request by a school in which a regular teacher is not absent.

Substitute Teacher Pay Rates

Standard Daily Rates

WESD uses a 2-tier system for the standard daily pay rate. Substitute teachers who work from one to ninety-nine and a half days (1-99.5) will earn \$85.00 per day. Substitute teachers who work 100 or more days will earn \$95.00 per day.

Standard Daily Rate	
0 - 99.5 days	100 or more days
\$85.00	\$95.00

Long-Term Daily Rates

Substitute teachers who work for 22 consecutive days or more in an assignment will receive \$130.00 per day. The substitute teacher will earn the standard daily pay rate until the 22nd day is reached. When that day is reached, the substitute teacher will receive retro pay for the previous days in the assignment paid at the standard daily rate. Ultimately, the substitute teacher will earn \$130.00 per day for the entire long-term assignment.

Long-Term Daily Rate
\$130.00

Service Incentive

Substitute teachers who worked 100 or more days the previous school year will begin the next school year at the rate of \$95.00 a day. Substitute teachers must maintain the service of 100 or more days.

Service Incentive
0 or more
\$95.00

WESD Retiree Standard Daily Rates

To qualify for the WESD Retiree Standard Daily Rate, individuals must retire from the Washington Elementary School District and the Arizona State Retirement System simultaneously. WESD retirees are responsible for providing appropriate information to Substitute Services to support the eligibility requirements.

Standard Daily Rates for WESD Retirees
0 – 100 or more days
\$95.00

Pay Schedule 2015-2016

Dates Substituted			
From Sunday		Through Saturday	Actual Date Paid
07/26/2015		08/08/2015	08/21/2015
08/09/2015		08/22/2015	09/04/2015
08/23/2015		09/05/2015	09/18/2015
09/06/2015		09/19/2015	10/02/2015
09/20/2015		10/03/2015	10/16/2015
10/04/2015		10/17/2015	10/30/2015
10/18/2015		10/31/2015	11/13/2015
11/01/2015		11/14/2015	11/27/2015
11/15/2015		11/28/2015	12/11/2015
11/29/2015		12/12/2015	12/24/2015
12/13/2015		12/26/2015	01/08/2016
12/27/2015		01/09/2016	01/22/2016
01/10/2016		01/23/2016	02/05/2016
01/24/2016		02/06/2016	02/19/2016
02/07/2016		02/20/2016	03/04/2016
02/21/2016		03/05/2016	03/17/2016
03/06/2016		03/19/2016	04/01/2016
03/20/2016		04/02/2016	04/15/2016
04/03/2016		04/16/2016	04/29/2016
04/17/2016		04/30/2016	05/13/2016
05/01/2016		05/14/2016	05/27/2016
05/15/2016		05/28/2016	06/10/2016
05/29/2016		06/11/2016	06/24/2016

Substitute Teachers Are Not Eligible For Paid Holidays.

If you have any concerns about your payroll check, please check the above schedule to clarify the dates you are being paid for. If concerns regarding pay still exist, please call Substitute Services or the Payroll Department.

Direct Deposit is available through the Payroll Department (602) 347-2693

School Discipline

There are a variety of student discipline programs used in the schools of the Washington Elementary School District. When substitute teaching at a school, especially if not familiar with the school's discipline practices, we encourage you to perform the following:

- Request school's discipline program prior to starting the school day;
- Seek a neighbor teacher to discuss discipline practices;
- Seek a neighbor teacher's or school administration's assistance when necessary;
- Do not implement your discipline practices without confirming with school administration.

Problem Solving

The Washington Elementary School District recognizes that differences and misunderstandings will occur periodically. We encourage solving these problems appropriately. If you have a problem, it can usually be resolved by following these steps

1. Any concern should first be discussed with the principal at the school.
2. If the principal cannot solve the problem or if you are not satisfied after Step 1, you should ask to speak to the Human Resources Department. Please contact substitute services to be directed to appropriate staff member.

In the event you have a concern, and for personal reasons you cannot follow the above steps in this procedure, you may go directly to the Human Resources Department.

DISTRICT POLICIES

Substitute teachers are required to comply with all Washington Elementary School District policies and regulations. The Human Resources Department recommends that substitute teachers familiarize themselves, in particular, with the following policies and regulations that may affect substitute teachers.

- Equal Employment Opportunity (GBA and GBA-R)
- Staff Ethics (GBEA)
- Staff Conduct (GBEB and GBEB-R)
- Staff Conduct with Students (GBEBB)
- Staff Dress Code (GBEBA)
- Drug-Free Workplace (GBEC)
- Non-medical Use or Abuse of Drugs or Alcohol (GBECA-R)
- Smoking by Staff Members (GBEB)
- Reporting Child Abuse / Child Protection (JLF)
- Student Violence/Harassment/Intimidation/Bullying (JICK)
- Supervision of Students (JLIA)
- Student Dismissal Precautions (JLIB)

To access current Washington Elementary School District policies and regulations on the Internet:

1. Open the webpage www.wesdschools.org
2. Click **Governing Board**
3. In the left sidebar, click **Board Policies**
4. Click the triangle to the left of the section name to locate specific policies.
5. Double click on a policy code to open it
6. Use the “Advanced Search” tab to search policies by keyword or phrase

Please contact the District Office if you have any questions about a policy. **Substitute teachers are required to comply with all of the District’s policies and regulations, even those not listed above.**

Starting Day

In order to assure that you have a successful day, arrive at the scheduled arrival time to prepare for the day. A substitute teacher must check in with the school office upon arrival. A substitute teacher needs to become familiar with class information to carry out the plans of the day. This pertinent information includes:

- Lesson plans
- Daily schedule
- Discipline procedures
- Routine Procedures
- Emergency Procedures
- Students with special needs
- Students with special classes
- Seating chart
- Locating necessary materials

At the beginning of the day let the students know you are pleased to be in their classroom and assure them you expect them to behave. When subbing observe this motto: BE FAIR, BE FRIENDLY, BUT BE FIRM. Students need to know you are there to teach and they are there to learn. Request help if you need it! Do not hesitate to ask grade level teachers or the principal for assistance.

Online Classroom Resources

Need a Lesson Plan? An activity to fill a few minutes at the end of the day? These resources are available for you Online in the Centricity intranet! To access the site:

1. Start at wesdschools.org
2. Click **Sign In**, at the top right of the page
3. Your user name is your employee ID number/Pin. Your default password is Washington6, which can be changed to something personal after the first use.
4. Click **Departments**
5. Click **Human Resources**

Now that you are logged in, you will see a new menu option along the left sidebar!

6. Click **Information for Substitutes**
7. Click **Classroom Activities and Lesson Plans**. Enjoy!

The screenshot shows the Washington Elementary School District website. The top navigation bar includes links for PARENTS, COMMUNITY, and STAFF. Below this is a secondary navigation bar with links for HOME, ABOUT WESD, DEPARTMENTS, GOVERNING BOARD, SCHOOLS, REGISTRATION, PARENT U, and CALENDAR. The main content area is titled 'Human Resources' and features a sidebar with a list of links. The link 'Classroom Activities and Sample Lesson Plans' is highlighted with a red box. The main content area displays 'Information for Substitutes' with a welcome message, a 'Getting Started' section, and 'Substitute Resources' including links for Employee Self Service, Employee E-mail, Pay Schedule, and School Time Schedule.

Substitute Teacher Employment Status

As a substitute teacher, you acknowledge that your employment with the District is on an “as needed” basis. When a substitute teaching assignment is offered, you have the choice to accept or reject the assignments on a daily basis. Because the need for substitute teachers is contingent on the daily needs of the District, it is understood that employment with the District is on a part-time basis and there is no guarantee as to the number of substitute teaching assignments that may be available. Full-time employment as a substitute teacher is never an expectation because of the flexible nature of the assignments and the choice you have to determine how many assignments to accept.

Evaluations

The Washington Elementary School District will continue to make every effort to ensure each substitute teacher has a pleasant and supportive experience while teaching in our District. To assist with effort, the District would greatly appreciate feedback from substitute teachers for every experience they may have while substitute teaching in our District.

Please send a narrative of your experiences to the Human Resources Department at your convenience. This process will allow the Human Resources Department to address substitute teacher’s concerns or acknowledge successful experiences.

If a school has a concern regarding your performance, behavior, or actions at the school, the principal or the Human Resources Department will address the concerns with you and give you an opportunity to respond.

Cancellations

Assignment Cancellation

If you receive and accept an assignment, but are notified the job has been canceled when you report for duty at the school, you will either receive a half-day pay or may have the option of accepting another assignment if available.

If you receive and accept an assignment, but were notified the job has been canceled or the District reasonably attempted to notify you of a cancellation before you report for duty at the school, you will not receive compensation for the canceled assignment.

Substitute Cancellation

If you accepted an assignment and need to cancel the assignment, please notify the SubFinder System, the school office, and the Substitute Services Technician. To cancel an assignment through the SubFinder system, please have the job number available and follow the instructions in this handbook. Please review your assignments to ensure that the cancellation was submitted accordingly.

Additionally, you will need to contact the school office and the Substitute Services Technician if you are canceling within 24 hours of the assignment.

If you have been substituting in an assignment for an extended amount of consecutive days and need to cancel while substituting in the assignment, please contact the school office and the Substitute Services Technician in a timely manner.

Inactivate

If you wish to resign from your substitute teacher position, please notify Substitute Services with a written resignation notification.

A substitute teacher who has not worked at least one day in a 12-month period will be inactivated from substitute services and the District will assume you resigned your position. That substitute teacher must follow the District's new hire procedure if he/she wishes to substitute in the District again.

Certification

Substitute teachers are required to possess a valid Arizona Department of Education teacher or substitute teacher certificate. It is the substitute teacher's responsibility to maintain a current and valid teacher or substitute teacher certificate. According to state statutes, under no exceptions will a substitute teacher be allowed to substitute teach in a classroom without possession of a valid certificate. You may renew your certificate six months prior to the certificate expiration date. Upon renewing your certificate, please send a copy to Substitute Services.

An overview of the certification renewal process can be found under "Certification Resources" on the Substitute Services webpage: <http://www.wedschools.org/Page/47>

Long-term Substitute Teaching Positions

If you are interested in substituting in the same core content classroom for four weeks or more, you must possess a valid teaching certificate and be highly qualified in this content area.

Unfortunately a substitute teaching certificate is not a valid teaching certificate; it is only a waiver to be able to substitute teach on a day to day basis and therefore a person holding only a substitute certificate would not be considered highly qualified to teach in a long-term teaching position.

If you currently hold a valid Arizona state teaching certificate, I encourage you to take steps necessary for renewal. Please contact the Arizona Department of Education if you have further questions or are in need of additional information.

Arizona Department of Education 602-542-2378 www.azed.gov

Fingerprint Clearance

Substitute teachers are required to possess a valid Arizona Department of Public Safety fingerprint clearance card. It is the substitute teacher's responsibility to maintain a current and valid fingerprint clearance card. Under no exceptions will a substitute teacher be allowed to substitute teach in a classroom without possession of the valid fingerprint clearance card. Upon renewing your fingerprint clearance card, please send a copy to Substitute Services.

You may renew your fingerprint clearance card up six months prior to the expiration date. Please keep in mind that you must have a valid fingerprint clearance card to renew your teacher and/or substitute teacher certificate.

An overview of the renewal process can be found under "Certification Resources" on the Substitute Services webpage: <http://www.wedschools.org/Page/47>

Please contact the Arizona Department of Public Safety if you have further questions or are in need of additional information.

Arizona Department of Public Safety 602-223-2279

Professional Development

The District, led by the Professional Development Department, offers professional development opportunities for all staff. Substitute teachers can take these courses on their own time, to obtain clock hours for teaching certificate renewal or simply to enhance one's skills in areas such as classroom management.

Please follow the instructions on the following page to view schedules and register for courses.

School Climate

Some ways that the District works to create a positive school climate for substitute teachers include:

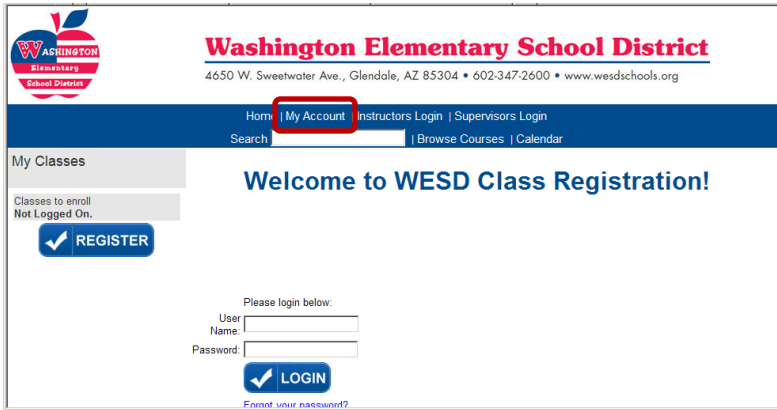
- Substitute plans and welcome packets are given to each “guest” teacher at the beginning of the assignment;
- Substitutes are welcomed as “guest” teachers during morning announcements by the administrator;
- Support system in which a teacher from the school is a “buddy” for the substitute in order to assist them throughout the day;
- Administrator on the campus visits substitute class at least once during the day to monitor the classroom situation;
- A detailed evaluation system in which the substitute gives feedback to the administrator on the success of the day and the “regular” teacher also rates whether the plans were followed by the substitute;

Professional Development Classes

The Professional Development Program is designed so all District employees can learn new skills. Topics include Mathematics, GENESEA and Kagan Training

Register online at:
<http://washington.gosignmeup.com>

HINT: enter this url exactly as it appears here.
 Don't add "www".



To Create a New Account

1. Click **My Account**
2. Click the link to create a new account
3. Complete the registration form
 1. Use your WESD e-mail address
 2. Create a user name and password
 3. May enter up to three work sites
4. Click **Submit**

To Register for Classes

1. If returning to the system, click My Account and login with the user name and password you created.
2. Click the link to sign up for a class.
3. Click a Category to see a list of offered classes.
4. Click the course name for more details.
5. Click Enroll to add this class to your registration.
6. Continue adding additional classes or click **Register** to continue.
7. In the screen that appear, click **Submit** to confirm.
8. A confirmation screen allows review of registrations and option to print a list for your records.
9. You will receive an e-mail confirmation for each course.

You are presently enrolled in **0 courses**.

To sign up for a class [click here](#). **Step 2**

[Change your personal settings](#)

[View your unofficial transcript](#)

[Reprint your prior Enrollment Confirmations](#)

Course	sort by: course name course # date time	Status	Enroll Now									
CPI 12 CPI 12 Hour Course			Step 4									
<table border="1"> <thead> <tr> <th>Date(s)</th> <th>Time(s)</th> <th>Credits Available</th> </tr> </thead> <tbody> <tr> <td>Monday 8/1/2011</td> <td>8:00 AM-2:30 PM</td> <td>District Clock Hour(s): 12 Recertification Hour(s): 12</td> </tr> <tr> <td>Tuesday 8/2/2011</td> <td>8:00 AM-2:30 PM</td> <td></td> </tr> </tbody> </table>				Date(s)	Time(s)	Credits Available	Monday 8/1/2011	8:00 AM-2:30 PM	District Clock Hour(s): 12 Recertification Hour(s): 12	Tuesday 8/2/2011	8:00 AM-2:30 PM	
Date(s)	Time(s)	Credits Available										
Monday 8/1/2011	8:00 AM-2:30 PM	District Clock Hour(s): 12 Recertification Hour(s): 12										
Tuesday 8/2/2011	8:00 AM-2:30 PM											
Course Instructor: Femino, Linda at Moon Mountain Elementary School												

Classes to enroll Aminda Parafnik (119290)

REGISTER **Step 6**

ENROLL **Step 5**
Wait Space Available

For more information please contact Professional Development at 602-347-2641.

Arizona State Retirement

According to the Arizona State Retirement System, any employee that is hired on an intermittent basis and working for at least 20 weeks at 20 hours or more hours per week becomes eligible for retirement benefits effective the 20th week. Substitute teaching days will be tracked and any employee meeting the qualifications will automatically have retirement withheld effective the 20th week at 20 hours or more per week. This benefit is mandatory and is **not** retroactive. The current rate for retirement is 11.35% and .12% for long-term disability. For further information regarding state retirement contribution contact the ASRS at (602) 240-2000.

If you are hired to work any number of hours for another ASRS employer, you are required to report the days and hours worked to Substitute Services so that they may be included in your 20 week / 20 hours test for membership eligibility.

Employees that return to work after retiring from this District or another Arizona public employer where payroll deductions were submitted to the Arizona State Retirement System needs to be aware of the number of hours they can work in this District without jeopardizing their retirement benefits. The District does not monitor an employee's personal retirement benefits. The District only deducts Arizona State Retirement Benefits in accordance with state requirements.

Additionally, if you believe that no Arizona State Retirement Benefits should be deducted from your paycheck because you are exempt from this requirement, please notify Substitute Services (602) 347-2619.

If you are a district employee receiving a health insurance benefits form the District in accordance with Plan C and Plan D, your days of service under these plans do not count towards your ASRS weeks of service.

WESD Teacher Retirees

If you are a retired teacher from the Washington Elementary School District and you elected and are currently on either the Plan C or the Plan D retirement program, then you will need to complete five days each school year to maintain your retirement benefits given by the Washington Elementary School District. As a retired teacher on the Plan C or Plan D retirement program, you are required to complete the five days each year in a substitute teacher capacity for either an absent employee or a vacant position unless approved by the Superintendent or excused by Human Resources for certain circumstances such as inability to perform the essential duties of a teacher position due to medical reasons.

As a retired teacher on a retirement program, you are automatically set up as a substitute teacher in the substitute teacher system. You may substitute teach more than the required five days. If you choose to substitute teach beyond the required five days, you will be compensated in accordance with District policies. Please refer to the compensation policies in this handbook for more details.

Retired teachers on a retirement program must have each of the required five days verified by a supervisor or an office manager. As a result, please have the supervisor or office manager at that school in which you completed a required day complete an Early Retiree Verification Form. The school office should have blank forms to complete. Request your copy of the verification form from the supervisor or office manager and keep in your records. The supervisor or office manager will send Human Resources a copy as well. You do not have to complete a verification form for any days beyond the required five days. Below is an example of the verification form.

EARLY RETIREE VERIFICATION 2015-16

(Please complete every line)

1. NAME: _____

2. SCHOOL/DEPARTMENT: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DATES:					
TOTAL HRS.					

DATES:					
TOTAL HRS.					

4. ABSENT EMPLOYEE'S NAME AND POSITION HELD **OR** TITLE OF THE VACANT POSITION:

5. VERIFIED BY: _____

(Principal OR Department Supervisor)

RETURN: **WHITE- TO HUMAN RESOURCES YELLOW- EMPLOYEE COPY PINK- SCHOOL OR DEPARTMENT COPY**

CRS Incorporated's



**Substitute Employee
Instructions**

**Automated Sub-Caller Phone Number
1-844-432-6705**

**THE INCOMING TELEPHONE NUMBER FROM THE SYSTEM THAT WILL APPEAR ON CALLER ID
WILL BE: 570-651-4588**

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

Remember, SubFinder only works from touch-tone telephones!

TELEPHONE SHORTCUTS:

Pressing 9 will take you back to the previous Menu.

Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

**WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR
YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.**

TO REGISTER WITH SUBFINDER

Dial the system: **1-844-432-6705**
Enter your PIN #: **Employee Identification Number**

Record your first name, last name and spell out your last name when instructed. When you are finished Press the pound sign (#). SubFinder will repeat your name.

If Correct **Press 1**
If Incorrect **Press 2**

SubFinder will play the Main Menu.
To review your personal information. **Press 4**

**THE SYSTEM WILL NOTIFY YOU IF YOU HAVE EITHER A CERTIFICATE OR FINGERPRINT
CARD, WHICH WILL EXPIRE WITH IN 30 DAYS.**

WHEN SUBFINDER CALLS YOU

To Offer You a Job

SubFinder will call and ask for your PIN followed by pound (#), or press star (*) if you do not wish to receive any more calls during *this* calling period.

If you chose to enter your PIN, followed by pound (#), SubFinder will describe an available job.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To continue	Press 5

Once you press **5**

To accept the job	Press 1
To hear the job again	Press 2
To reject the job	Press 9

If you press **1** to *accept* the job, SubFinder will play the job information again and give you a **JOB NUMBER**. You will be given some of these options as well:

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To hear directions to the site	Press 3
To continue	Press 5

If you press **2** or **3**, the appropriate information will be provided. If you press **5**, you will be given two options.

To hear the job again	Press 2
To end this call	Press 9

If you press **9** to *reject* the job, SubFinder *may* ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

To Notify You of a Job Cancellation

When a job has been canceled, SubFinder will call you with notification. You will hear “This is notification of a job cancellation”. Enter your PIN followed by pound (#).

SubFinder will play the information for the job that has been canceled, including the job number.

To acknowledge the cancellation	Press 1
To hear the cancellation again	Press 2

WHEN YOU CALL SUBFINDER

YOUR MAIN MENU

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Review Personal Information	Press 4
To Pre-Register for the Next School Year	Press 7
To Leave the SubFinder System	Press 9

You will hear the Pre-Register option only if your district chooses to use the Pre-Registration option and you have not yet pre-registered.

MAIN MENU OPTION #1 TO REVIEW CURRENT ASSIGNMENTS

From the Main Menu **Press 1**

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

To hear special instructions	Press 1
To hear the itinerant schedule	Press 2
To hear directions to the site	Press 3
To continue	Press 5

If you press **5**, you will be given these options.

To hear the job details again	Press 2
To hear the next job	Press 3
To cancel this job	Press 4
To return to the Main Menu	Press 9

If you press **4**, SubFinder *may* ask for a reason for the cancellation. After listening to the reasons provided, select the appropriate reason followed by pound (#). SubFinder will repeat the reason.

If correct	Press 1
If incorrect	Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancellation	Press 1
Otherwise	Press 2

(3) To Review the Days of the Week You Can Work

To review your availability for

Sunday	Press 1
Monday	Press 2
Tuesday	Press 3
Wednesday	Press 4
Thursday	Press 5
Friday	Press 6
Saturday	Press 7
To return to the Main Menu	Press 9

After choosing a day, that day's availability will be played.

If you would like to change your availability	Press 1
To use this schedule for another day of the week	Press 2
To return to the previous menu	Press 9

If you press **1**, SubFinder will ask "Are you normally available to work on (day of the week)?"

If yes	Press 1
If no	Press 2
For mornings only (6 am until 12 pm)	Press 3
For afternoons only (12 pm until 6 pm)	Press 4
To enter specific hours	Press 5

If you press **1**, **2**, **3**, or **4**, SubFinder will repeat the schedule that applies to your choice.

If you would like to change your availability	Press 1
To use this schedule for another day of the week	Press 2
To return to the previous menu	Press 9

If you press **5** for Special Hours:

Step 1: Enter the earliest time (HHMM) that you will be available followed by pound (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 2: Enter the latest time (HHMM) that you will be available followed by pound (#). If you will be available until the end of the day press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the minimum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

Step 4: Enter the maximum number of hours that you are willing to work during this period followed by pound (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

If you would like to change your availability	Press 1
To use this schedule for another day of the week	Press 2
To return to the previous menu	Press 9

(4) For the Date Range Menu

To add an UNAVAILABLE date range	Press 1
To add a DO NOT DISTURB date range	Press 2
To review a date range	Press 3
To return to the Main Menu	Press 9

(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM) that you will be unavailable followed by pound (#). If you will be unavailable from the start of day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the last date that you will be unavailable (MMDD) followed by pound (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you will be available again, followed by pound (#). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

SubFinder will repeat your unavailable date range.

If correct	Press 1
If incorrect	Press 2

If you press **1**, SubFinder will respond “To continue receiving calls during this period, press **1**, otherwise press **2**.” Pressing **2** will add a **Do Not Disturb** to the date range as well.

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM) that you don't want to be called followed by pound (#). If you don't want to be called from the start of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Step 3: Enter the last date (MMDD) that you don't want to be called followed by pound (#). If you don't want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by pound (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

SubFinder will repeat the Do Not Disturb date range.

If correct	Press 1
If incorrect	Press 2

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again	Press 2
To hear the next date range	Press 3
To remove the date range	Press 4
To return to the Main Menu	Press 9

If you press **4**, SubFinder will ask for confirmation.

If you are sure you want to remove this date range	Press 1
Otherwise	Press 2

(5) To Hear Your Employee ID

SubFinder will play your SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder.



SubFinder® for Substitutes

Users Guide for SubFinder 6.1

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What is SubFinder?

It's an employee absence management and substitute placement system used by organizations throughout North America. Substitutes, like you, can review and be accepted for jobs that you are qualified and willing to work; you will see job opportunities based on criteria defined by your human resources department. SubFinder is available 24 / 7 via the telephone and Internet, so you can access the system at any time.

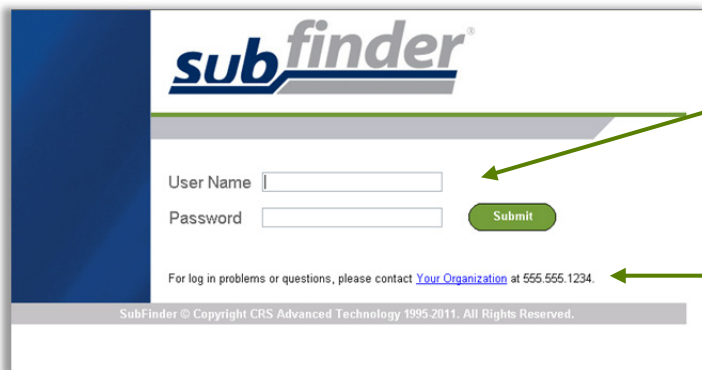
Registering with SubFinder

1. Call SubFinder at _____.
2. SubFinder will identify itself and ask you to enter your PIN followed by the # key.
3. SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking press the # key. After pressing the # key SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 – To Review Personal Information. If any of the information is incorrect, contact your SubFinder Operator at _____.

 Remember, SubFinder won't consider you as a qualified candidate for jobs until you register! You must register with SubFinder prior to any job shopping features being available via the phone or online.

Logging into SubFinder

SubFinder can be accessed from your home or office computer, or any computer that has an Internet connection. Simply enter your organization's SubFinder web address in your Internet browser address line, press **Enter** on the keyboard, and the SubFinder login screen will appear.



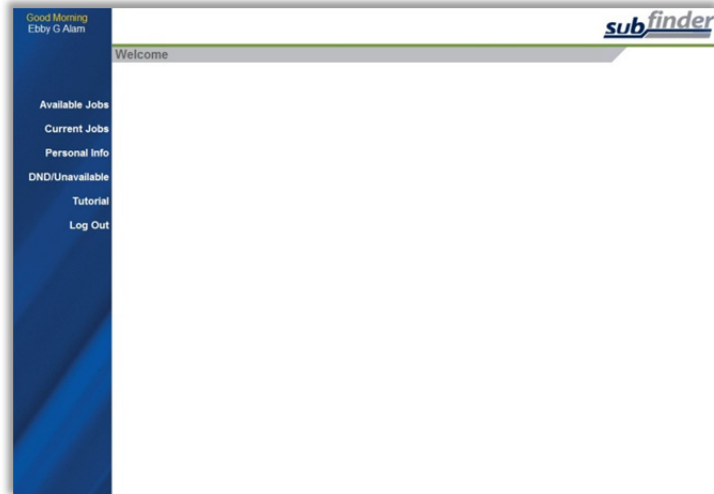
Enter your last name in the **User Name** field and your PIN in the **Password** field the click **Submit**.

Contact the person displayed here for any problems or questions on accessing or using SubFinder.

Upon successful login the Welcome screen will appear.

On the left side of the screen are the buttons that give you access to various options. These include:

- Available Jobs
- Current Jobs
- Personal Info
- DND/Unavailable
- Tutorial
- Log Out



Available Jobs

1. Click the Available Jobs button

SubFinder will display a list of all available jobs for which you qualify. If you have been specifically requested for one or more jobs, those jobs will appear first within the grid.



2. If you are interested in a job, click **Select** in the Job ID column.

3. Once a job has been selected, you will be notified of the amount of time you have to express interest in the job. Once the allotted time has expired, you will receive a message stating the system did not receive a response and you may be able to select the job again if it's still available.

The option to express your interest in this job will be available for the next: 02 minutes 44 seconds

Employee: **Abreo, Dalia C.**
 Position: **(Please refer to the Notes section for the itinerant schedule.)**
 Site: **(Please refer to the Notes section for the itinerant schedule.)**
 Description: **6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)**

Special Instructions: **Please review the attached lesson plan for details. Have a great day!**
[Lesson Plan 6-23.docx](#)
 (click on the file name to view the attachment)

Notes: **This job is for an itinerant employee**

Thursday			
8:15 AM	12:00 PM	Parkade Elementary	Elementary Grade 5
1:00 PM	3:00 PM	Blue Ridge Elementary	Elementary Art

Are you interested in this job?

Yes The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

No You will be returned to the current list of available jobs.

SubFinder will provide additional details related to the job. If Special Instructions were entered, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink. If the employee works at multiple sites and / or in multiple positions, their itinerant schedule will be displayed.

- Depending on the specific job, you will be offered up to three options: **Yes**, **No**, or **Return to Available Jobs**. Simply choose the one you desire.

Are you interested in this job?

Yes The job is not guaranteed until the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.

No You will be returned to the current list of available jobs.

- Yes:** Indicates that you are willing to fulfill this job request and will be placed in the job once the system confirms that the position is still open, your eligibility has been verified, and a confirmation message has been displayed.
- No:** If you are requested, **No** Indicates that you are not interested in this job. SubFinder will not show this specific job to you again and will release the job to other qualified substitutes. If you have not been requested, **No** Indicates that you will be returned to the list of available jobs.
- Return to Available Jobs:** Will return you to the current list of available jobs.

- If you indicate you are willing to work a job, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.

Congratulations! You have been accepted for this job. Your job number is 719.

(A)- Employee's Schedule (S)- Same times Every Day

Click on Job ID to select job

Locked	Job ID	Employee	Position	Site	Description
			You have been requested for the following jobs		
<input type="button" value="Select"/>	Ambrose, Rhea B.	Elementary Reading	Benton Elementary	6/27/2011 at 8:30AM until 6/27/2011 at 2:30PM (A)	

NOTE: 'Locked' indicates that the job is currently being accessed by another user/process. Use the Available Jobs button to refresh the list and monitor changes to the 'lock' status of job.

Review/Cancel Jobs

- To view your current assignment, click the **Current Jobs** button.
- SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

Current Jobs

Click on job ID to cancel job.

Job ID	Employee	Position	SI	Site	Description	IS	SN
719	Abreo, Dalia C.	ITINERANT	Yes	ITINERANT	6/23/2011 at 8:15AM until 6/23/2011 at 3:30PM (A)	Yes	No
731	Seitz, Emery V.	Elementary Grade 2	No	Benton Elementary	6/9/2011 at 6:30AM until 6/9/2011 at 3:30PM (A)	No	Add
505	Abreo, Dalia C.	ITINERANT	No	ITINERANT	5/26/2011 at 7:00AM until 5/26/2011 at 3:30PM (A)	Yes	Edit
732	Bliek, Maga K.	Elementary Grade 2	No	Cedar Ridge Elementary	4/21/2011 at 8:15AM until 4/22/2011 at 4:30PM (A)	No	Add

Description: (A)- Employee's Schedule (S)- Same Times Every Day
 SI = Special Instructions
 IS = Itinerant Schedule
 SN = Substitute Notes

If Special Instructions, Site Directions, Itinerant Schedule, or Substitute Notes are available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.

- If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to confirm the cancellation. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.

Are you sure you want to cancel the following job?

Job ID: 719
 Employee: Abreo, Dalia C.
 Position: (Please refer to the Notes section for the itinerant schedule.)
 Site: (Please refer to the Notes section for the itinerant schedule.)
 Description: 6/23/2011 at 8:15 AM until 6/23/2011 at 3:30 PM (A)
 Notes: This job is for an itinerant employee

Thursday

8:15 AM	12:00 PM	Parkade Elementary	Elementary Grade 5
1:00 PM	3:00 PM	Blue Ridge Elementary	Elementary Art


Please select the cancellation reason:
 Reason: C300 Schedule Conflict

Report Absence

1. To report an absence, click the **Current Jobs** button.

Use the report an absence feature if you are in a multiple day job and need to be absent for a portion of the job.

2. Click the appropriate job from the Job ID column. SubFinder will display the details of the job along with an option to Report Absence. To proceed, click **Report Absence**. If you do not wish to report an absence, click **Return to Current Jobs**.
3. You will be presented with a report absence screen. Enter the **Start** and **End** dates for your absence, enter the specific times.
4. Select an absence **Reason** from the drop down menu by clicking the down arrow and then clicking the appropriate reason.
5. Choose a **Job Type** by clicking on the down arrow and choosing from Sub Required, Prearranged Substitute, or Requested Substitute.

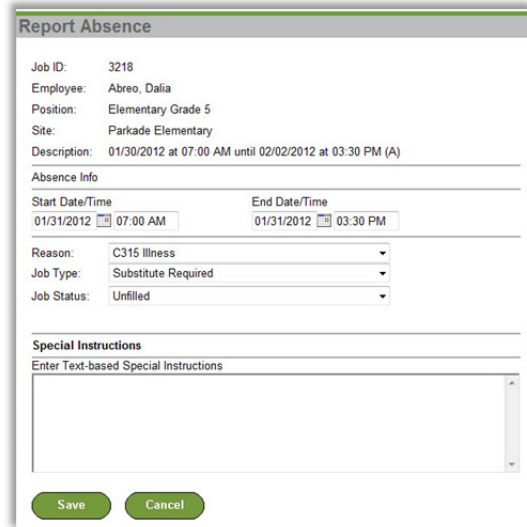
 If enabled and you have chosen Prearranged Substitute or Requested Substitute, you will be prompted to choose the substitute's name.



Current Jobs

Job ID: 3218
Employee: Abreo, Dalia C.
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 1/30/2012 at 7:00 AM until 2/2/2012 at 3:30 PM (A)

Report Absence
Return to Current Jobs



Report Absence

Job ID: 3218
Employee: Abreo, Dalia
Position: Elementary Grade 5
Site: Parkade Elementary
Description: 01/30/2012 at 07:00 AM until 02/02/2012 at 03:30 PM (A)

Absence Info

Start Date/Time	End Date/Time
01/31/2012 07:00 AM	01/31/2012 03:30 PM (A)

Reason: C315 Illness
Job Type: Substitute Required
Job Status: Unfilled

Special Instructions

Enter Text-based Special Instructions

Save Cancel

Prearranged Substitute - SubFinder will automatically place that person in your assignment. Prearranging a substitute assumes that you made personal contact with that individual and they verbally committed to working for you; SubFinder will not call a prearranged substitute.

Requested Substitute - SubFinder will contact a requested substitute, exclusively, for a period of time defined by your HR department. If the person does not express their interest in the assignment within the defined time requirement, SubFinder will automatically release the job to other qualified substitutes.

6. Special Instructions can be added as a text-based message.
7. Confirm that all of the information you have entered is correct, then click **Save**. If the information is not correct, update the information or click **Cancel**.
8. After clicking **Save**, the job number will be displayed at the top of the screen. You must write the job number down for future reference. If this is a pre-arranged job, you will want to provide the substitute with the job number as well.

An absence has been successfully reported for Job 3218.

Return to Current Jobs

Adding/Editing Substitute Notes

- Substitute notes provide you with an option to leave a message for the employee regarding your job. To add or edit substitute notes, click the Add or Edit hyperlink within the 'SN' column on the current jobs grid.

Enter text-based Substitute Notes

You had a wonderful group of students. They were very well behaved and everyone completed their in-class projects. I would be happy to substitute for you anytime. Thanks, Ebby!

Note: To remove existing Substitute Notes, please delete the text and then click Save.

Save Cancel

- Type your message for the employee and click **Save**. Once a note has been entered you are able to click Edit in the current jobs grid to review your note or update accordingly. Please note, this message will be made available to the employee for whom you worked as well as the applicable site administrator(s) and system operator(s).

Personal Information

- To view your personal information, click the **Personal Info** button. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and Employee Number along with several tabs:

- General Info
- Address
- Certification
- Availability
- Schedule
- Sites
- Positions

Personal Info

First Name	MI	Last Name	Substitute ID	PIN	Number
Ebby	G	Alam	45443	55343	55343

General Info Address Certification Availability Schedule Sites Positions

Home Site

Max Days to Work		Hire Date	
Total Days Worked	7	Date Added	5/25/1995
Certified Job Days	0		<input checked="" type="checkbox"/> Certified
Max Hours/Week			<input type="checkbox"/> Classified

Save Note: Leaving this tab without saving will cause your changes to be lost.

Depending on the permissions established by your district, you may be able to edit the name and PIN fields.

- The **General Information tab** displays your Home Site, Max Days to Work, Total Days Worked (for the year), Certified Job Days (for the year), Max Hours/Week, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status. This information is view only; you cannot make any changes.

Home Site

Max Days to Work		Hire Date	
Total Days Worked	5	Date Added	5/25/1995
Certified Job Days	0		<input checked="" type="checkbox"/> Certified
Max Hours/Week			<input type="checkbox"/> Classified

- The **Address tab** displays your address, phone number, and email. Depending on the permissions established by your district, you may be able to edit the address, phone number, and email fields.

Street 9130 Glenoaks Blvd

City Miami State FL Zip Code 33199-8698

Phone 312-658-9815

Email ebby.alam@email.com

- i** Your organization may choose to send you, as a substitute, email notifications. These notifications may be sent anytime you have been prearranged for an assignment, requested for an assignment, placed in one from a permanent substitute list, your assignment has been modified, an assignment you previously agreed to work is cancelled, a reminder of future assignments that you were placed in, and a notification that a certificate is pending expiration. Your central SubFinder operator will be able to tell you if they are using email notifications.

- The **Certification tab** displays any certifications you hold and their expiration dates.

Certification Name	Expiration
1. Teaching Certificate	12/31/2012
2.	
3.	

- The **Availability tab** displays your availability on a daily basis, Sunday through Saturday. This information will have a direct affect on which jobs SubFinder will present to you. Depending on the permissions established by your district, you may be able to edit the From, To, Minimum Hours and Maximum Hours fields.

	From	To	Minimum Hours	Maximum Hours
Sunday			0	0
Monday			0	10
Tuesday	8:00 AM	12:00 PM	0	4
Wednesday			0	10
Thursday			0	10
Friday			0	10
Saturday			0	0

- The **Schedule tab** displays your work calendar in an easy-to-view format. Scheduled days to work are green and days off are pink.



- The **Sites tab** displays a list of the sites where you are (or are not) willing to work. Depending on the permissions established by your district, you may be able to edit your assigned sites.

Will Work At These Sites

- Benton Elementary
- Blue Ridge Elementary
- Cedar Ridge Middle School
- Fairview Elementary
- George Washington Elementary
- Parkade Elementary

Will Not Work At These Sites

- Foster Road Elem

- The **Positions tab** displays a list of the job positions which have been assigned to you. This information is view only.

Assigned Job Positions:

- Elementary Art
- Elementary General
- Elementary Gifted & Talented
- Elementary Grade 1
- Elementary Grade 2
- Elementary Grade 3
- Elementary Grade 4
- Elementary Grade 5
- Elementary Handicapped Aide
- Elementary Instructional Aide

DND/Unavailable

- To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.
- To add a new event, click **Add Record**, SubFinder will display the Add DND/Unavailable Record screen.
- DND** and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.

Add DND/Unavailable Record

Review/Edit Existing DND/Unavailable

Review Period:

Start Date: End Date:

Add DND/Unavailable Record

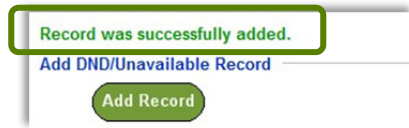
Type:

Start Date: Start Time:

End Date: End Time:

Coverage:

Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.



- You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.



- A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.

Type	Start Date	Start Time	End Date	End Time	Coverage	Edit	Delete
DND	6/24/2011	5:00 AM	6/24/2011	12:00 PM	Entire Period	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
DND	6/29/2011	5:00 AM	6/30/2011	12:00 PM	Entire Period	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Unavailable	7/4/2011	12:00 AM	7/8/2011	11:59 PM	Entire Period	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

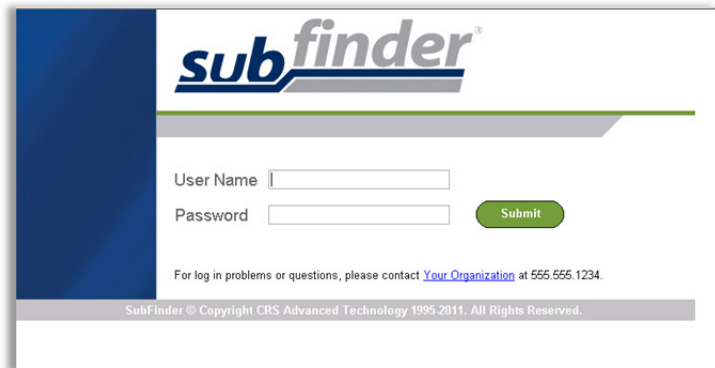
Tutorial

- Click on the **Tutorial** button to begin an online video guide for SubFinder. The online video will open in a new pop-up screen.




Log Out

- When you are ready to leave SubFinder, click the **Log Out** button. You will return to the SubFinder log in screen.



SubFinder Phone Instructions


You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

-  Pressing 9 will take you back to the previous Menu. Pressing * will allow you to move to the next item when listening to a list of items, such as jobs.

1. Call the main SubFinder system and enter your PIN.

Your Main Menu:

To Review Current Assignments	Press 1
To Review Available Jobs	Press 2
To Cancel an Assignment	Press 3
To Report an Absence	Press 4
To Review Personal Information	Press 5
To Pre-Register for the next school year	Press 7
To Leave the SubFinder System	Press 9

-  You will only hear the Report an Absence and Pre-Register option if your district chooses to enable this functionality.

Review Current Assignments

1. Press 1 to Review Current Assignments.
2. SubFinder will play the details of your scheduled assignment. You can to cancel the assignment if the cancellation deadline has not been met.
3. SubFinder will play the job along with the option to cancel the job if within the cancellation deadline setup by your HR department.
4. SubFinder may ask you to enter a reason for cancelling the job.

Review Available Jobs

1. Press 2 to Review Available Jobs.
3. SubFinder will play the details of available jobs, if any exist, and provide the option to express your interest in the job or decline the job.
4. Once you have been accepted for the job, you will be provided with a job number.
Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.
5. If you decline the job SubFinder may ask you to enter a rejection reason.

Report an Absence

1. Press 4 to Report an Absence.
2. Enter the job number that was given to you when agreeing to the job.
3. Enter the dates and times the absence begins and ends.
4. SubFinder will play a list of absence reasons. Choose the appropriate reason.
5. SubFinder will provide you with the revised job numbers.

Always wait for the job numbers before disconnecting your call or your absence may not be recorded.

Cancel an Assignment

1. Press 3 to Cancel an Assignment.
2. Enter the job number that was given to you when agreeing to the job.

Review Personal Information

1. Press 5 to Review Personal Information.
2. SubFinder will play the following options:
 - Review your phone number
 - Review your name recording
 - Review your availability
 - Add/edit DND/Unavailable
 - Hear your employee ID
3. When reviewing your availability SubFinder will provide you with an option to enter specific times or enter the minimum or maximum hours that you are available to work each day.
4. SubFinder will provide you with the ability to add a DND or unavailable by entering specific dates and times.
5. SubFinder will play back your current DND/Unavailable with the option to remove them.
 - A DND means that you wish to not be called during the given date range. It does not mean that you are not available to work.

- An Unavailable means you are not available to work during the given date range. You may still be called during an unavailable date range for jobs in the future.
- If your phone number is incorrect SubFinder will provide you the option to change it.
- If your name is recorded incorrectly SubFinder will provide you the option to re-record it.

Pre-Register for next school year

If your district uses Pre-Registration you will be required to call SubFinder and confirm if you will substitute for the next school year. If you choose No or do not pre-register during the pre-registration date range you will not be able to access SubFinder online or via the phone.

1. Press 7 to Pre-register.
2. SubFinder will present you with the options to pre-register.

When SubFinder Calls You

Substitutes are called for job opportunities or to be informed of a job cancellation. When SubFinder calls it will provide you with the options to enter your PIN, press star (*) if you do not wish to receive any more calls during **this** calling period, or to remove this telephone number from the calling list press (#).

To Notify You of a Job Opportunity

1. Enter your PIN.
2. SubFinder will play the job details and ask you to express your interest in or decline the job.
3. If you are accepted for the assignment, SubFinder will provide you with a job number.

Always wait for the job number to play before disconnecting your call or your job placement may not be recorded.

4. If you decline the job SubFinder may ask you to enter reason for declining the job.

To Notify You of a Job Cancellation

1. Enter your PIN.
2. SubFinder will play the information for the job that has been canceled, including the job number.
3. You will be given the option to acknowledge the cancellation or to hear the job again.



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Procedures for Employee Incident/Injury Reporting

1. Employees must immediately report the incident or injury to their supervisor.
2. Employee will proceed to the nurse's office. The nurse will give the employee an incident/injury form to complete.
 - a. Employee is to complete section 1
 - b. Supervisor is to complete section 2
 - c. Nurse/Supervisor is to complete section 3
3. The nurse will give the injured employee the "Authorized for Services" form and be directed to the nearest MBI Occupational Healthcare for medical treatment if necessary.
4. After medical treatment the employee must notified his/her supervisor and risk management within 24 hours. If the employee is unable to travel due to medical condition, employee will need to report by phone.
5. Based on the injury, the medical provider will place the employee on one of the following:
 - a. Regular Duty
 - b. No Work Status
 - c. Modified duty
 - d. Full Duty
6. Once risk management is notified of the injured employee's work status, risk management will follow up with the employee on his/her type of status and what procedures he/she will need to follow.
7. If the employee is given a prescription for his/her injury, the employee will need to follow up with risk management to obtain the form to use for filling prescription. This form will need to be picked up at risk management office.
8. Once risk management has received, both the incident injury report and the medical documentation a workers' compensation claim will be processed. The injured employee will be given information concerning his/her claim.
9. Please contact Gwen Kane in risk management at 602-347-2691 with any questions concerning procedures for reporting an incident/injury.

Emergency and Crisis Management

Each of the 32 schools in the Washington Elementary School District and the Administrative Center has crisis management guidelines and a comprehensive plan designed to inform staff and students of what to do in the event of a crisis or an emergency. The plans are based on the District's Crisis Manual and contain vital information necessary to assist in any emergency situation. In addition, each of the schools and the Administrative Center have Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to the students, staff, families and community.

The following information are standard procedures to follow in the event of an emergency. Please be sure to familiarize yourself with specific site plans, including evacuation and lockdown procedures.

GENERAL EMERGENCY

- Notify 9-911 (if necessary) and assign an Incident Commander. Incident Commander notifies District Crisis Line at 602-995-2358.
- Notify CPR/first aid certified persons in school building of medical emergencies, if necessary.
- Secure area and prevent unnecessary traffic near scene.
- Assemble Crisis Team members (if necessary).
- Preserve evidence. Keep detailed notes of incident.
- Refer media to Carol Donaldson (District PIO), 602-347-2669.

A. EVACUATION CHECKLIST

1. Evacuation

- Incident Commander (IC) issues evacuation order.
- IC determines if students and staff should be evacuated outside of building or to one of the predetermined relocation centers. IC contacts District Crisis Line and informs him/her that the evacuation is taking place.
- Direct students and staff to follow evacuation procedures and route. Follow alternate route if normal route is too dangerous.
- Institute Special Needs portion of Crisis Plan and assist disabled and non-English speaking students and staff during the evacuation process.

2. Teachers:

- Direct students to follow normal evacuation procedures unless IC class for use of alternate route.
- Take classroom roster and crisis kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal or IC immediately of missing student(s).
- If students are evacuated, stay with class unless relieved. Assume responsibility of class when you arrive at the relocation center.

3. Relocation Centers

List primary and secondary temporary student relocation centers:

Primary Temporary Relocation Center

Secondary Temporary Relocation Center

Address/Phone No.:

Address/Phone No.:

B. SECURED PERIMETER/LOCKDOWN/SHELTER-IN-PLACE

A secured perimeter may be issued in situations involving a police situation in close proximity to the campus, but not directly on campus.

- Direct all students, staff, and visitors into classrooms and/or secure rooms.
- Lock all doors.
- Put sign on office door.
- No transitions between rooms/buildings.
- No one enters or leaves.

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside a school building.

- Direct all students, staff, and visitors into classrooms and/or secure rooms.
- Put sign on office door, if possible.
- Lock classroom doors.
- Turn off lights, unless there are no windows. Put something under the door to keep the light in.
- Cover windows of classrooms, if possible.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Remain quiet.
- Allow no one outside of classrooms until the IC gives the all-clear signal.

In both situations, the school office will call the classroom phone to confirm the location(s) of all students.

D. STAFF RESPONSIBILITIES

Incident Commander or designee:

- Verify/Document type of emergency and location.
- Identify Command Post.
- Call 9-911 (if necessary).
- Secure area and prevent unnecessary traffic near scene
- Assemble site Crisis Team (if necessary) and conduct briefing.
- Notify District Crisis Line.
- Notify staff.
- Evacuate students and staff, if necessary.
- Refer media to district spokesperson (or designee).
- Implement post-crisis procedures.

Teachers:

- Verify information.
- Keep students inside classroom until situation is complete and the all clear is given.
- Account for all students.
- Stay with students during an evacuation. Take class roster and crisis kit.
- Refer media to district spokesperson (or designee).
- Keep detailed notes of everything you witness pertaining to the event.

E. EMERGENCY PHONE NUMBERS	
EMERGENCY	9-911
District Crisis Line	(602) 995-2358
After-Hours Emergency (Pages WESD Security)	(602) 347-4848
Phoenix Police – Crime Stop	(602) 262-6151
Phoenix Fire – Non-emergency	(602) 495-5555
Glendale Police – Non-emergency	(623) 930-3000
Glendale Fire – Non-emergency	(623) 930-3400
Child Protective Services	1-888-767-2445
Maricopa County Emergency Management	(602) 273-1411
American Red Cross	(602) 336-6660
Drug Information – Banner Poison Control Center	1-(800)-222-1222
EMPACT – County-wide Crisis Services <i>EMPACT provides prevention, counseling, crisis/trauma, training services, and referral and intake for Value Options mental health services. Crisis services include: 24-hour Suicide/Crisis Hotline, 24-hour Sexual Assault Hotline & Crisis Advocacy Services, Behavioral Management Services, and Critical Incident Stress Management Services.</i>	(480) 784-1500
Community Information & Referral (Support Services)	2-1-1
APS – Electrical outage	(602) 371-7171
APS – Emergencies (e.g. line break)	(602) 258-5483
Southwest Gas	(602) 271-4277
Salt River Project – Electrical	(602) 236-8888
Salt River Project – Irrigation/flooding	(602) 236-3333
City of Phoenix Water – Monday –Friday After 5 p.m., weekends, holidays	(602) 262-6251 (602) 261-8000
City of Glendale Water	(623) 930-2700



WASHINGTON ELEMENTARY SCHOOL DISTRICT SUBSTITUTE TEACHER PREFERENCES

PLEASE CHECK ONE

- Regular Substitute Teacher
- WESD Retiree
- Plan C Retiree
- Plan D Retiree
- Nurse/Health Tech

Employee PIN No.	Date	
Last Name	First	MI
Phone	E-mail Address	

Check the boxes indicating the schools, grades and subject areas in which you are willing to work. Please specify whether you are interested in **short-term (ST)** and/or **long-term (LT)** assignments. Highly qualified status is required for long-term assignments. Then complete the acknowledgement form on the next page and use the e-mail button to send both pages to laurel.lapierre@wesdschools.org by October 1.

MIDDLE & JR. HIGH

Middle & Jr. High Schools

- Cholla Middle (7-8)
- Desert Foothills Jr. High (7-8)
- Mountain Sky Jr. High (7-8)
- Palo Verde Middle (7-8)
- Royal Palm Middle (7-8)

ST LT GRADE

- 7th Grade
- 8th Grade

ST LT SUBJECT

- Art
- Band
- Computer
- Gifted
- Language Arts
- Life Mgmt
- Math
- Music: Instrumental
- Music: Vocal
- Orchestra/Band
- P.E.
- Reading
- Science
- Social Studies

K-8 Schools

- Abraham Lincoln Trad. (K-8)
- Arroyo (K-8)
- Maryland School (K-8)
- Mountain View School (K-8)
- Orangewood (K-8)
- Sunnyslope (K-8)
- Sweetwater (K-8)

Alternative Schools

- New Beginnings Academy (AltEd)
at 1502 W. Mountain View Road
- Arizona Cardinals Prep. Academy
at Royal Palm Middle (7-8)

SPECIAL

ST LT EDUCATION

- Alt Ed
- Autism
- Behavioral Devl.
- LD Resource
- Self Contained
- 1:1 Assistant
with a child or
group of children

ELEMENTARY

Elementary & PreK-8 Schools

- Abraham Lincoln Trad. (K-8)
- Acacia Elementary (K-6)
- Alta Vista Elementary (K-6)
- Arizona Cardinals Prep. Academy (5+6)
at Royal Palm Middle
- Arroyo Elementary (K-8)
- Cactus Wren Elementary (K-6)
- Chaparral Elementary (PreK-6)
- Desert View Elementary (PreK-5)
- Ironwood Elementary (PreK-6)
- John Jacobs Elementary (PreK-6)
- Lakeview Elementary (K-6)
- Lookout Mountain Elementary (PreK-6)
- Manzanita Elementary (PreK-6)
- Maryland Elementary (PreK-8)
- Moon Mountain Elementary (K-6)
- Mountain View School (PreK-8)
- Ocotillo Elementary (K-6)
- Orangewood School (K-8)
- Palo Verde (PreK)
- Richard E. Miller Elementary (K-5)
- Roadrunner Elementary (K-6)
- Royal Palm Middle (5-6)
- Sahuaro Elementary (PreK-6)
- Shaw Butte Elementary (PreK-6)
- Sunburst Elementary (K-6)
- Sunnyslope School (K-8)
- Sunset Elementary (PreK-6)
- Sweetwater School (K-8)
- Tumbleweed Elementary (PreK-6)
- Washington Elementary (PreK-6)

ST LT GRADE

- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade

ST LT SUBJECT

- Art
- Computer
- Gifted
- Music: Instrumental
- Music: Vocal
- Orchestra/Band
- P.E.
- Reading

SPECIAL

ST LT EDUCATION

- Autism
- Behavioral Devl.
- LD Resource
- Self-Contained
- Special Needs
Preschool
- 1:1 Assistant
with a child or
group of children



WASHINGTON ELEMENTARY SCHOOL DISTRICT

Acknowledgement of Receipt of 2015-2016 Substitute Teacher Handbook

This will acknowledge that I have received my copy of the 2015-2016 Washington Elementary School District Substitute Teacher Handbook and that I will familiarize myself with its contents, including how to report harassment or discrimination and how to report child abuse.

I understand that this Substitute Teacher Handbook represents only current policies, regulations, benefits and other school related materials and that it does not create a contract of employment. Regardless of what the Substitute Teacher Handbook states or provides, the Washington Elementary School District retains the right to add, change or delete wages, benefits, policies and all other working conditions without obtaining my consent or agreement.

I understand that I have the right to terminate my employment at any time, with or without cause and that the Washington Elementary School District has a similar right. I further understand that unless I terminate my employment or I receive written notice that my employment with the Washington Elementary School District has been terminate, my employment as a substitute teacher with the District will be continued for the next school year.

I understand that the Substitute Teacher Handbook is the property of the Washington Elementary School District. On or before my last day of employment I will return the Substitute Teacher handbook to the Human Resources Department.

Print Full Name _____

Signature _____

Date _____

E-mail Address _____

Please indicate your status:

- Regular Substitute Teacher
- WESD Retiree
- Plan C WESD Retiree
- Plan D WESD Retiree
- Nurse/Health Tech

Please return by October 1

Once completed, save to your computer

and send as an attachment to:

laurel.lapierre@wesdschools.org

Washington Elementary School District

Abraham Lincoln Traditional (K-8)
Tara Mayole, Principal

10444 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-896-6300 **FAX:** 602-896-6320

Acacia Elementary (K-6)
Christine Hollingsworth, Principal

3021 W. Evans Dr., Phoenix, AZ 85053
TEL: 602-896-5000 **FAX:** 602-896-5020

Alta Vista Elementary (K-6)
Jane Ardell, Principal

8710 N. 31st Ave., Phoenix, AZ 85051
TEL: 602-347-2000 **FAX:** 602-347-2020

Arroyo Elementary (K-8)
Philip Liles, Principal

4535 W. Cholla St., Glendale, AZ 85304
TEL: 602-896-5100 **FAX:** 602-896-5120

Cactus Wren Elementary (K-6)
Kaylene Ashbridge, Principal

9650 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2100 **FAX:** 602-347-2120

Chaparral Elementary (K-6)
Rich Morris, Principal

3808 W. Joan De Arc Ave., Phoenix, AZ 85029
TEL: 602-896-5300 **FAX:** 602-896-5320

Cholla Middle School (7-8)
Phil Garitson, Principal

3120 W. Cholla St., Phoenix, AZ 85029
TEL: 602-896-5400 **FAX:** 602-896-5420

Desert Foothills Jr. High School (7-8)
Susie Smith, Principal

3333 W. Banff Lane, Phoenix, AZ 85053
TEL: 602-896-5500 **FAX:** 602-896-5520

Desert View Elementary (K-5)
Maria Farmer, Principal

8621 N. 3rd Street, Phoenix, AZ 85020
TEL: 602-347-4000 **FAX:** 602-347-4020

Ironwood Elementary (K-6)
Polly Schultz, Principal

14850 N. 39th Ave., Phoenix, AZ 85053
TEL: 602-896-5600 **FAX:** 602-896-5620

John Jacobs Elementary (K-6)
Pamela Wright, Principal

14421 N. 23rd Ave., Phoenix, AZ 85023
TEL: 602-896-5700 **FAX:** 602-896-5720

Lakeview Elementary (K-6)
Tim Woodward, Principal

3040 W. Yucca St., Phoenix, AZ 85029
TEL: 602-896-5800 **FAX:** 602-896-5820

Lookout Mountain Elementary (K-6)
Tricia Heller-Johnson, Principal

15 W. Coral Gables Dr., Phoenix, AZ 85023
TEL: 602-896-5900 **FAX:** 602-896-5920

Manzanita Elementary (K-6)
Darcy Estrada, Principal

8430 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2200 **FAX:** 602-347-2220

Maryland School (K-8)
Nick Gupton, Principal

6503 N. 21st Ave., Phoenix, AZ 85015
TEL: 602-347-2300 **FAX:** 602-347-2320

Moon Mountain Elementary (K-6)
Sue Brown, Principal

13425 N. 19th Ave., Phoenix, AZ 85029
TEL: 602-896-6000 **FAX:** 602-896-6020

Mountain Sky Jr. High School (7-8)
Perry Mason, Principal

16225 N. 7th Ave., Phoenix, AZ 85023
TEL: 602-896-6100 **FAX:** 602-896-6120

Mountain View School (K-8)
Michael Waters, Principal

801 W. Peoria Ave., Phoenix, AZ 85029
TEL: 602-347-4100 **FAX:** 602-347-4120

Ocotillo Elementary (K-6)
Steve Murosky, Principal

3225 W. Ocotillo Rd., Phoenix, AZ 85017
TEL: 602-347-2400 **FAX:** 602-347-2420

Orangewood School (K-8)
Andrée Charlson, Principal

7337 N. 19th Ave., Phoenix, AZ 85021
TEL: 602-347-2900 **FAX:** 602-347-2920

Palo Verde Middle School (7-8)
Jill Sarraino, Principal

7502 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-2500 **FAX:** 602-347-2520

Richard E. Miller Elementary (K-5)
Shannon Bonnette, Principal

2021 W. Alice Ave., Phoenix, AZ 85021
TEL: 602-347-3000 **FAX:** 602-347-3020

Roadrunner Elementary (K-6)
Paula McWhirter, Principal

7702 N. 39th Ave., Phoenix, AZ 85051
TEL: 602-347-3100 **FAX:** 602-347-3120

Royal Palm Middle School (6-8)
Heidi Keefer, Principal

8520 N. 19th Ave., Phoenix, AZ 85021
TEL: 602-347-3200 **FAX:** 602-347-3220

Sahuaro Elementary (K-6)
Deborah Menendez, Principal

12835 N. 33rd Ave., Phoenix, AZ 85029
TEL: 602-896-6200 **FAX:** 602-896-6220

Shaw Butte Elementary (K-6)
Tracy Maynard, Principal

12202 N. 21st Ave., Phoenix, AZ 85029
TEL: 602-347-4200 **FAX:** 602-347-4220

Sunburst Elementary (K-6)
Rhonda Warren, Principal

14218 N. 47th Ave., Glendale, AZ 85306
TEL: 602-896-6400 **FAX:** 602-896-6420

Sunnyslope School (K-8)
Chance Whiteman, Principal

245 E. Mountain View Rd., Phoenix, AZ 85020
TEL: 602-347-4300 **FAX:** 602-347-4320

Sunset Elementary (K-6)
Betty Paterson, Principal

4626 W. Mountain View Rd., Glendale, AZ 85302
TEL: 602-347-3300 **FAX:** 602-347-3320

Sweetwater School (K-8)
Luanne Herman, Principal

4602 W. Sweetwater Ave., Glendale, AZ 85304
TEL: 602-896-6500 **FAX:** 602-896-6520

Tumbleweed Elementary (K-6)
Adele Russell, Principal

4001 W. Laurel Lane, Phoenix, AZ 85029
TEL: 602-896-6600 **FAX:** 602-896-6620

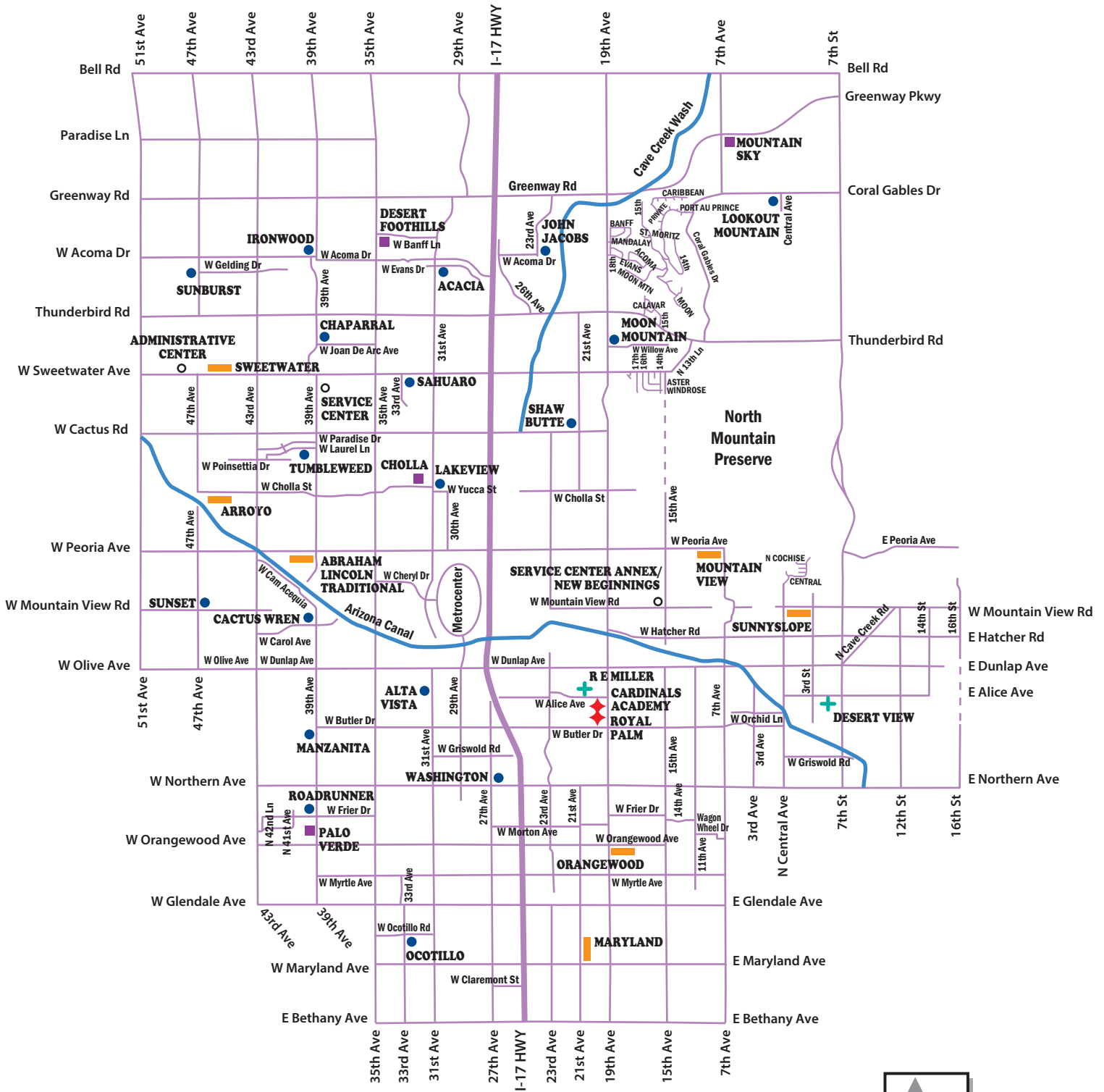
Washington Elementary (K-6)
Sean Carney, Principal

8033 N. 27th Ave., Phoenix, AZ 85051
TEL: 602-347-3400 **FAX:** 602-347-3420



Main Number	602-347-2600
Academic Services	602-347-2820
Academic Support Programs	602-347-2626
Communication Services	602-347-2893
Curriculum	602-347-2838
Gifted Services	602-347-2651
Head Start	602-347-xxxx
Human Resources	602-347-2668
KidSpace Child Care Services	602-896-5779
Nutrition Services	602-896-5232
Special Services	602-347-2632
Superintendent's Office	602-347-2802
Transportation Services	602-896-5270

Washington Elementary School District



Key

- + K-5 SCHOOL
- K-6 SCHOOL
- ▭ K-8 SCHOOL
- ◆ 6-8 SCHOOL
- ▭ 7-8 SCHOOL

