Important Dates

★ Sept 5, 2018—First Day of School
★ Sept 10, 2018—First Day of School for Kindergarten
★ Sept 28, 2018—First Payday (if worked between 9/1 and 9/8)
★ Oct 19, 2018—No School for Students
★ Oct 30, 2018—SafeSchools trainings DUE for all returning substitutes
Welcome!

YOU are a vital part of our school community! Substitutes are an important part of each student’s day; expected to take charge of classrooms, playgrounds or lunchrooms, seamlessly grasp lesson plans, keep students learning, and to step into other vital roles while staff are out for professional development or sick days. Often summoned with just hours or even minutes notice, substitutes are tasked with keeping a normal feel and flow in the classroom when the regular teacher is absent.

Recent research has shown that a student will spend the equivalent of a full academic year with substitute teachers during the course of their K-12 education. Your role is so important in the education of our students!

As you look forward to your first substitute assignments of the school year, here are a few things to remember:

- Arrive early if you can. Check in to the office, locate the classroom, lesson plans (when applicable) and materials and prepare for the day.
- Introduce yourself to the staff in nearby rooms. They can provide assistance if you need it throughout the day.
- Certificated teachers should greet students as they arrive and set the expectations for a great day. Students do better with familiar and explicit structure and routines.
- At the close of the day, leave the room or workspace in as good or better condition than when you arrived.
- Leave a note about tasks completed, specific student issues and any other information the teacher may have missed while away.

A professional substitute takes their role seriously. They understand that they have a very important role to fill in the school district. They understand that they have the ability to make a positive difference in the lives of students and they understand that their main role is to make sure students succeed.

Thank you for choosing to make a difference in the lives of our students!

Randi Seaberg—Director of Human Resources

PROXY CHALLENGE

Here are a few questions regarding substitute procedures. Let’s see how you do!

1—I’ve been called for a substitute assignment that has already started! Can I take it?
2—Do I need to stay at the school after the students are dismissed on early release days?
3—I don’t want to receive phone calls from the system. Am I allowed to completely disable them?
4—You get a flat tire on the way to your sub job, which starts in 10 minutes, and can no longer make it. What are your next steps?
What’s Online for Subs?

Here in the Substitute Office, we have been working tirelessly to update our substitute web page so that more information is easier for you to access.

First and foremost is the updated 2018-19 school calendar.

New Forms—For your convenience, we now have digital forms you can access at any time. These include the following (though we are always working to add more):

- Long-Term Substitute Interest Form
- Health Room Assistant Interest Form
- Tutor Interest Form
- How’d We Do school evaluation cards.

Handbook—As always, it is important to refer to the Substitute Handbook as changes are periodically made. The latest update included major changes to new processes, substitute paid sick leave, updated payroll calendar, and information on our new professional development site.

SubAlert—At this time, SmartFind express is not supported by the SubAlert app. Should that change, we will be sure to let you know.

The Proxy Substitute Newsletter—This and future newsletters will be available online soon!

What is Frontline: Professional Growth?

Last summer, Everett Public Schools moved from Employee Registrar Online to Frontline: Professional Growth. We invited all substitutes to create an account, which would have come from noreply@mylearningplan.com.

The invitation will look like this:

![Frontline Invitation](image)

If you already have a Frontline: Professional Growth account with another district, you will need to create a separate login and password for our district. If you have a district email address, we recommend you use that as your username. Please email pd@everettsd.org if you need an invitation to set up your account.

You will use Frontline: Professional Growth to find and register for any of our professional development offerings including First Aid/CPR. Click here for training details on this new system!

Special Education Links

We need assistance in covering special education vacancies! The following resources may assist you in learning more about the different special education positions so that you are comfortable in accepting these assignments.

- Special Services provides information about working with students with disabilities, professional standards for working in special education environment, academic intervention, autism modules and more.
- Para-educator opportunities page.
- Special Services department—425-385-5250
Proxy Challenge Answers

Below are the Proxy Challenge Answers for this issue. How did you do?

1—I’ve been called for a substitute assignment that has already started! Can I take it?
Yes, you can take it! The expectation is that you will arrive as soon as possible, not longer than an hour after accepting.

2—Do I need to stay at the school after the students are dismissed on early release days?
Yes, you do, if it’s a certificated position. Remember that you are covering for the teacher’s entire work day. You can use extra time to grade papers (if asked), tidy the classroom, write up a review of the day, or check in with nearby teachers or the office manager to see if there is anything else you can do.

3—I don’t want to receive phone calls from the system. Am I allowed to completely disable them?
No, you are not. While you can certainly limit the hours the system calls by adjusting your call schedule in SmartFind, it is recommended that you leave at least 1 hour per day for calls so that you don’t miss being specifically requested for a job, or miss a cancellation notice.

4—You get a flat tire on the way to your sub job, which starts in 10 minutes, and can no longer make it. What are your next steps?
Call the office manager of the school, as you will not be able to log in and cancel the job line within 60 minutes of the start time. The office manager will be able to cancel your job, and will notate the reason for the cancellation. There is no need to call the substitute office unless nobody answers at the school.

Get Ready for the New School Year!

Here at Everett Public Schools, we hope to prepare you for everything! You already know we have yearly mandated trainings, (due no later than Oct 31 for returning subs, or within 30 days of your orientation date for new subs). Through SafeSchools, we have many additional trainings you can take at any time!

Among the many free courses available, we encourage you to look at:

- De-Escalation Strategies
- Disruptive Student Behavior
- First Aid
- AED
- Health Emergencies: Asthma
- Health Emergencies: Seizures
- Conflict Management: Student to Student
- Diversity Awareness: Staff to Staff
- General Ethics
- Browser Security

Who to call?

Kylie Helm—Substitute Coordinator
subservices@everettsd.org
425-385-4111

Ingrid Stafford—System Support Analyst
lstafford@everettsd.org
425-385-4114

Susan McCoard—Administrative Assistant
Smccoard@everettsd.org
425-385-4127

Nondiscrimination statement

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Officer—Randi Seaberg, rseaberg@everettsd.org 425-385-4104

Title IX Officer—Mary O’Brien, MOBrien@everettsd.org 425-385-4106

504 Coordinator—Becky Ballbach, rballbach@everettsd.org 425-385-4063

ADA Coordinator—Becky Clifford, rclifford@everettsd.org 425-385-5250