



Everett Public Schools Substitute Newsletter – Oct 27, 2023

Welcome back substitutes! We are so very grateful for your service to our students and schools. We cannot do what we do, without you!

2023-24 Substitute Payrates can be found here:
[Substitute Staff Information](#)

Certificated Substitutes – Please note the \$250 incentive rate for Mondays and Fridays ended June 22, 2023, per the MOU (Memo of Understanding) between the district and the EEA union.

Why Am I Not Seeing Any Jobs?

All schools and employees have preferred sub lists. When an absence is entered, the substitutes on the employees list get to see that absence first, for a determined % of time.

If none of the substitutes on that employee's preferred list pick it up, then it goes to the preferred substitutes on the school's list.

If no one picks it up from the school's list, then it goes out to the entire pool.

The amount of time depends on how far in advance the employee entered their absence versus when it starts.

Substitute ID Badges

If you have not picked it up your 2023-24 Substitute ID Badge, please come to the CRC by October 31st. If you have not picked it up by then, your profile will be temporarily deactivated until you have picked it up.

Vector Training

Your annual Vector training is due by Oct 31st. Please log onto [Vector](#) and complete your training.

If you have any questions,

Please call or email us!

425-385-4111

subservices@everettsd.org