

2022-23

Edmonds School District

Classified Substitute Handbook

Paras/Office/SINC



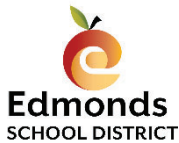
**Substitute Services**

Phone: 425-431-7072

Email: [SennM586@edmonds.wednet.edu](mailto:SennM586@edmonds.wednet.edu)

Fax: 425-431-7034

20420 68<sup>th</sup> Ave W, Lynnwood, WA 98036



# The Edmonds School District is an Anti-racist Institution

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The Edmonds School District and the School Board are committed to supporting students and families as we navigate the persistent institutionalized racism that is pervasive throughout the educational system and pledge to disrupt this system through listening to and elevating the voices of our students, families, and staff.

In addition, the board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, **staff should always make sure to use students' preferred names and pronouns.**

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## Policies That Guide Our Work

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### POLICY 0600: RACE AND EQUITY

The Edmonds School District acknowledges that complex societal and historical factors contribute to inequities within our school district. This policy confronts the institutional bias that results in the predictability of student performance based on race, background, and/or circumstances (such as but not limited to: disability, language, income and culture). We resolve to address opportunity gaps at every level of our organization through policy, procedure, and practice in order to eliminate persistent achievement gaps. Our data suggest that among these disparate outcomes, race continues to be the most persistent predictor of student performance. Consequently, we will prioritize our efforts and resources on strategies that eliminate institutional racism.

### POLICY 3211: GENDER INCLUSIVE SCHOOLS

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use, and accessibility, sports, and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

### POLICY 3210: NONDISCRIMINATION

The Edmonds School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability.



## SCHOOL BOARD

### **Carin Chase**

Legislative Rep

Director District 1 Term expires: 11/23

### **Keith Smith**

Director District 2 Term expires: 11/25

### **Gary Noble**

Director District 3 Term expires: 11/23

### **Deborah Kilgore**

Vice President

Director District 4 Term expires: 11/25

### **Nancy Katims**

Board President

Director District 5 Term expires: 11/23

**Rebecca Miner** is Interim Superintendent of the Edmonds School District and serves as secretary of the Board.

## IMPORTANT CONTACTS

Human Resources – 425-431-7020

Sub Services – 425-431-7072

Technology Help – 425-431-7333

District Website: [Edmonds.wednet.edu](http://Edmonds.wednet.edu)

Absence Management System:  
[Aesonline.com](http://Aesonline.com)

# WELCOME

## SUBSTITUTE TEACHERS!

### DEAR COLLEAGUES,

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Welcome to the Edmonds School District! I am so grateful to you for your service to our students. The job you do is very important to our system, and I hope your experience is a positive and rewarding one. Please take time to thoroughly review this handbook as it will provide essential information to help you be successful. In addition, any member of our team will be happy to help.

Best,

Rebecca

## DISTRICT LEADERSHIP

Interim Superintendent– **Rebecca Miner**

Administrative Assistant: **Erin Verschoor**

Assistant Superintendent – **Helen Joung**

Assistant Superintendent - **Dana Geaslen**

Assistant Superintendent – **Greg Schwab**

Executive Director of Equity and Student Success – **Victor Vergara**

Student Learning Executive Director - **Lisa Gonzalez**

Business & Finance Executive Director - **Lydia Sellie**

Assistant Superintendent, Human Resources - **Rob Baumgartner**

# Reporting to Work

## BE ON TIME

As soon as you arrive, report to the main office to sign in and find out your instructions.

If you are working 4 hours or less you can expect an assigned 15 minute break. If you are working more than 5 hours there will be an assigned 15 minute break PLUS a 30 minute unpaid lunch. Be sure to check with the Office Manager about when you should be taking your assigned break/lunch times.

*DO NOT LEAVE before your assignment obligation ends. It is unacceptable and WILL affect future work opportunities. You are expected to be present and working for all paid time.*

### CHECK IN AT THE MAIN OFFICE:

*\*Have the name of the employee you are covering.*

*\*Sign in.*

*\*Listen & receive any Office Manager instructions.*

## ID BADGE

Always wear your district ID Badge. It is required on all District grounds!

## RUNNING LATE?

**Contact the school immediately!** They will make plans to cover until you arrive. If you do not call they may remove you from the assignment and report you as a No Show.

### SUBSTITUTE PLANS:

*Often employees leave plans. They may be attached to the assignment in the Absence Management System, at the front office, on their desk or maybe emailed directly to you! ALWAYS follow the employee's instructions as closely as possible. They have put time and effort into preparing these plans to make your day go smoothly.*

## LAST MINUTE ASSIGNMENTS

### Job offered too late to report on time?

Please call the school when you accept a late assignment to let them know you are on your way. You have up to 1 hour to arrive at your assignment from the time you accept! Please make every effort to arrive sooner than the one hour if safe driving conditions permit.

## SUBSTITUTE SERVICES:

You can always contact the Sub Coordinator in case of an emergency, questions, concerns, feedback. The Sub Services hours are 6am-230pm year round! 425-431-7072



## FRONTLINE

Edmonds School District uses the Absent Management System for all school employees. You will receive an email which gives you all of the ways to access your account and pick up assignments. AMS can be accessed online or by phone. You can customize your settings to best fit your needs as a substitute including:

- Locations you prefer to work
- Availability and blocked days
- Review, accept and decline assignments
- See all future and past assignments you have confirmed
- Merge with multiple districts you may sub for who use the same system



Absence Management System will make “robo-calls” between 5am-1pm & 4pm-9pm. You can go into your account and turn off this function if you would rather only look up jobs online. Please note – even if you opt out of robo-calls, schools may call you directly!

## QUICK REFERENCE GUIDE

Access your account at [Aesonline.com](http://Aesonline.com). You have received an email with how to set up your account.

Available jobs that you are qualified for will be listed. You can accept or reject anything that is posted. Note: once you reject an assignment you will no longer see it.

Need Help? There is a Learning Center available when you click HELP on the upper right of the screen. Or call Substitute Services for assistance!

### Need to Cancel?

**Emergencies happen! If you absolutely MUST cancel your assignment, immediately log onto AMS and remove yourself. This will report the assignment for another sub to pick up. Then call the school to let them know! They will need to come up with a coverage plan.**

Keep your log in info handy!

Log In ID: \_\_\_\_\_

Password: \_\_\_\_\_

Phone ID: \_\_\_\_\_

PIN: \_\_\_\_\_

## Reasonable Assurance

Edmonds School District will continue to offer you substitute employment for the 2022-23 school year. It is expected that the District will have as much [or more] work available for you in 2022-23 as was available this past school year, taking into account enrollment projections, the number of positions, and the size of our substitute list.

Employment with our District calls for several customary vacation/recess periods during the school year, as established by the 2022-23 school calendar which is posted on the District website. The District expects to have substitute work available for you following each of these vacation/recess periods.

Please contact the Substitute Services Desk if you are no longer available.

## Removal from Substitute List

Substitute may be deactivated for the following reasons:

- Inactivity – You are expected to work at least 1 assignment per quarter
- Excessive last minute cancelations
- Failure to report to an accepted assignment
- Multiple late arrivals or leaving early

Depending on the circumstances, you will have the opportunity to reapply for this position which requires an online application, review of your history and updating HR & Payroll paperwork.

## Dress Code

**Dress in a professional manner that is appropriate to your assignment.**

**Avoid perfumes, scented lotions.**

**Be prepared for indoor and outdoor settings with appropriate shoes and outer wear.**

**If you have concerns about students' clothing please contact the buildings administrator.**



## Be Flexible!

**Expect the unexpected. You may have accepted an assignment for one area or grade, but the school needs to move you to a more critical area. Shifts in assignments happen often. Both substitutes and contracted employees take on these responsibilities. Please be flexible and helpful in these challenging moments!**

# ELECTRONIC COMMUNICATION EXPECTATIONS AND PROTOCOLS

## **Email Expectations:**

All substitutes have been issued a district email address. Any district communications will be through your @edmonds.wednet.edu account. It is expected that you frequently check your district email and use the utmost professionalism while communicating. Please remember that all electronic communication is a PUBLIC RECORD.

## **Email Etiquette:**

- ✓ DO NOT use emails to solicit substitute work. All assignments that are available will be posted on the Absent Management System.
- ✓ DO NOT conduct personal business even if it is with a district employee.
- ✓ DO NOT contact students via email or any social networking platform.
- ✓ Keep all NONWORK-related topics and communications OFF your district account.
- ✓ CHECK your email often! All district communications will be conducted via your email account. It is required and expected that you are engaged in all substitute and district messaging.

## **Cell Phone & Social Media Use:**

- ✓ DO NOT take photos or videos of students.
- ✓ DO NOT attempt to communicate with students or families via text, social media or any non-district system. All communication should be conducted under the approval of a district supervisor.
- ✓ DO NOT "friend" students or families. Be respectful of boundaries of fellow staff.
- ✓ DO NOT post videos, photos or student related information on your social media.
- ✓ Consider making all of your accounts private and be thoughtful about the content you post.

## **Personal Business Prohibited:**

Conducting personal business of any kind is prohibited during a substitute assignment. Please handle all personal business during your break/lunch time. Examples of personal business to avoid are:

- ➔ Personal phone calls or texting
- ➔ Using social media
- ➔ Browsing the internet for any nonschool-related purposes
- ➔ Reading a book, newspaper, etc.
- ➔ Sleeping
- ➔ Watching Netflix, etc.



Email & Skyward Help:

425-431-7333

Absence Management Help:

425-431-7072

Edmonds School  
District Log In  
Information

# Technology

## Technology Tips:

Call if you need help!  
The Technology Help Desk is available to support all of your needs as a substitute. If you need assistance with classroom technology or your email account, please do not hesitate to call! 425-431-7333.

Do NOT share your log in or password details with anyone else. Your personal information such as pay stubs, bank account numbers, address and phone number are all accessible through Skyward. Keep your log in information private!

Change your password!  
You will be prompted to change your password once a year by the district. But it is always a good security measure to update your passwords often to protect your online security.



All Substitutes Have:  
Email Account  
Skyward Account

## District Email Account

Your district email and temporary password will be emailed to your personal email address once you have completed all of your hire paperwork.

USERNAME: \_\_\_\_\_@edmonds.wednet.edu

PASSWORD: \_\_\_\_\_

STEP 1) Your first log in must occur in a District Building on a Windows computer (not a Chromebook). There are computers available to you in Human Resources. After your initial log in you can log in from anywhere.

STEP 2) Log In with the provided Username and Password. You will be prompted to change your password. Click OK – create a password that it a minimum of 12 characters long. Type in a 2<sup>nd</sup> time to confirm.

STEP 3) Open gmail.com. Choose Sign In. Enter your District email and password you created. Click ACCEPT.

## Skyward Account

Skyward is where you access your Payroll information and Pay Stubs. You can Access Skyward from the front page of the District website Edmonds.wednet.edu. Your Skyward invite will emailed to your DISTRICT email.

STEP 1) Your username will be the same as your district username but the initial password will be different. You will be prompted to change the password. Create a password that is a minimum of 12 characters long.

STEP 2) Once logged in click EMPLOYEE INFORMATION to access your Personal Information, Check History, Direct Deposit, Tax Forms, etc.

USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_



### **UNPLANNED CLOSURES:**

In the event of unexpected school closures and late starts, **television and radio stations will announce any school cancellations**, delay of starting time, or early dismissal. Information will also be posted on the Absence Management System and the Edmonds School District website.

**If you do not see or hear a broadcast announcement about Edmonds School District, that means that schools in our district are open at their regularly scheduled times.**

**EARLY RELEASE:** Unless otherwise stated, substitutes are to remain on the daily schedule.

### **LATE START INFORMATION:**

If the Edmonds School District is on a late start schedule you are expected to **arrive to your assignment at the regular reporting time - safety permitting**. Normally, a late start is due to unsafe road conditions like snow or ice. If your neighborhood road is covered in ice, we do not want to you risk your safety. If you need to arrive late you need to call the school where you are assigned or notify Substitute Services ASAP.

**PLEASE BE ON TIME: IF SAFETY PERMITS, IT IS IMPORTANT THAT YOU REPORT DIRECTLY TO THE OFFICE MANAGER AT YOUR SCHEDULED TIME.**

### **WHAT TO DO IF INJURED ON THE JOB...**

If you are physically injured during your substitute assignment you should:

1. Immediately report the incident to your supervisor or building administrator.
2. Fill out the "Employee Accident/Incident Report" (form A-131).
3. When medical attention is needed complete the Self-Insured Accident Form (SIF2). This form is located at the ESC, Human Resources reception desk.
4. Bring doctors' notes to Human Resources.

### **PERSONAL SAFETY RESPONSIBILITIES**

The Edmonds School District (ESD) places a high value on the safety of its employees and students. ESD is committed to providing a safe workplace for all employees and students who attend school at our facilities. It is the basic safety policy of the district that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done. Employees are required to comply with all district safety rules and are encouraged to actively participate in identifying ways to make our district a safer place to work and attend school.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Safety is a team effort – let us all work together to keep this a safe and healthy workplace.

# SUBSTITUTE PARAEDUCATOR JOB DESCRIPTION

The Substitute Paraeducator works collaboratively with certificated staff in classrooms or other learning environments, assists with a variety of instructional support and supervision duties of students; prepares educational materials; monitors students' progress, behavior, and safety and shares observations with teacher and other professional staff. This position adapts instruction for academic areas, as assigned; models expected classroom behaviors; supervises recess and lunch periods, field trips, locker rooms, study and detention rooms, health room; students' arrival and departures, and transitions within the school setting. The Substitute Paraeducator works 1:1 with individuals and/or groups of students; may apply de-escalation techniques; assists with required record-keeping; takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. The Substitute Paraeducator performs related duties consistent with the scope and intent of the position.



## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Works collaboratively with classroom teachers in the daily management, organization, monitoring, and safety of students; provides instructional support to students in reading, writing, math, and with social/behavior skills. Scribes and adapts instruction for all academic areas, as assigned. Models expected classroom behaviors.
- Supervises and escorts students to and from recess and lunch periods, field trips, locker rooms, study and detention rooms, health room, students' arrival and departures, and transitions within the school setting. Intervenes when students are misbehaving, not in the proper location, or may be in dangerous or unsafe situations. Assists in upholding and enforcing school rules; may supervise students during in-school suspension or in extended day programs.
- Collects and prepares instructional and non-instructional materials as directed; assembles worksheets; lessons, art supplies, and other materials; creates and posts bulletin boards; corrects worksheets, tests, and assignments.
- Works with individuals and/or groups of students in educational, creative, and structured play activities using social and vocational skills; assists with classwork and assignments; tutors and monitors student activities in the classroom, on school grounds, and in the community as needed.
- Monitors student behavior and progress, may apply de-escalation techniques, and shares observations with teacher and other professional staff; may participate in parent-teacher conferences.
- Assists certificated staff with district, state, and national test administration; helps maintain diagnostic and test data.
- Assists with required record-keeping including maintaining and updating student records, class lists, attendance and other data; files and retrieves documents.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

- Supports social and emotional learning (SEL) by helping students manage emotions, set and achieve positive goals, show empathy for others, maintain positive relationships, and make responsible decisions.
- May take action, or assist in taking action, to restrain students who are at risk of harming themselves or others by following school/district approved restraint procedures.
- Assignment may require feeding, diapering, toileting students with disabilities and/or monitoring of medical conditions.
- May teach independent living skills such as cooking, laundry, general personal hygiene and cleanliness.
- Maintains regular and consistent attendance.

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#### OTHER FUNCTIONS

- Is willing to be trained in deescalation/restraint of students as necessary.
- Performs equipment and supply inventories; orders materials as necessary.
- Assists in the supervision of volunteers and student assistants.
- Types, copies, and distributes forms, correspondence, student behavioral contracts, worksheets, tests, and schedules by using standard office equipment. May answer phones, take messages and/or direct callers, and assist visitors.
- Administers first aid, as necessary.
- Performs related duties consistent with the scope and intent of the position.

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#### ABILITY TO

- Work with students who have a variety of disabilities.
- Work in a stressful environment. Demonstrate awareness and appreciation of diversity among individual students and demonstrate commitment to strengthening engagement of a diverse community.
- Understand and execute verbal and written instructions, policies, and procedures and seek clarity when needed.
- Work effectively in a team-oriented environment with teachers, other District staff, parents, and students.
- Communicate effectively with District staff, parents, and students using tact, courtesy, and good judgment.
- Remain flexible to changes in assignments or situations.
- Set priorities and complete assigned tasks in an atmosphere of frequent interruptions.
- Intervene with emotional, angry or disruptive students.
- Differentiate between individual differences, cultural differences and universal similarities.
- Utilize word processing software and learn the operation of District adopted software.
- Effectively supervise and instruct students one-on-one or in a small group setting.
- Protect the confidentiality of student information consistent with FERPA and handle confidential matters appropriately and ethically.
- Participate in activities and responsibilities as assigned by the classroom teacher.
- Uphold board policies and follow administrative procedures.
- Meet state recommended core competencies pursuant RCW 28A.415.310.
- Favorably represent the District and promote positive public relations when communicating with the general public.

# PARAEDUCATOR TIPS FOR SUCCESS

## PARAEDUCATOR TIPS WITH ESCALATED STUDENTS

- Ask the teacher for helpful strategies.
- Remain calm/take a deep breath before you speak.
- Lower your voice and talk softly.
- Slow your rate of speech.
- Don't take student actions personally.
- Stand at least 2 to 3 feet away from an upset student.
- Don't stand over or stare down a student.
- Scan for objects in the vicinity that could be thrown or used as a weapon.
- Avoid blocking doorways that are the only exit for a student.
- Avoid engaging in argumentative interactions.
- Provide choices or options for students who are oppositional.
- Do not put your hand on a student
- Be very conscious of your own body language.
- Light joking may help defuse situations if the student appreciates humor.
- Know the building crisis plan for getting additional staff help.



## JOB TYPES AND AREAS

**RECESS DUTY** Typically outdoors, monitoring students, awareness of safety and equipment use. Be prepared to being standing and walking around. Wear comfortable shoes and warm clothing.

**1 - ON - 1** working with an individual student. Check with teacher for specific instructions. You may be helping with classwork, accompanying to the restroom, lunch, recess.

**CLASSROOM PARAEDUCATOR** Supervise and conduct small groups in educational, creative, and structured play activities. Assist with class work and assignments. Tutor and monitor student activities in the classroom and special sessions. Monitor student behavior and progress and share observations with teacher and other professional staff.

**SPECIAL EDUCATION** Follow the teacher's instruction. Be patient and positive with each child. Assist teacher in daily management, organization, monitoring, and safety of students. *In Intensive Support Classrooms you will need to be comfortable with and able to change diapers; lift and transfer students; assist students with eating; with walking; with pre-academic tasks; and assist students with toileting.*

**BEHAVIOR DISORDER** Work with teacher and other paraeducators. Follow all guidelines and instructions for room structure. Having patience and a calm nature will be really helpful in this classroom.

**HIGH SCHOOL CAMPUS SECURITY** Monitor students, remind them of boundaries. Work closely with the Dean of Students and Student Resource Officer. You may have a radio with instructions. You will be expected to walk around the campus observing anything that looks amiss or if any students are leaving campus, and report it to the office.



# SUBSTITUTE OFFICE JOB DESCRIPTION

The Substitute Office Personnel performs a variety of activities to support the school and parents as primary educators; provides phone, walk-in and front office initial contact and customer service; maintains student attendance and registration records; monitors the health room; provides secretarial support to the Principal. Works as part of a team in a fast paced environment.

## ESSENTIAL FUNCTIONS AND POSSIBLE RESPONSIBILITIES WHILE SUBSTITUTING

- Serves as office receptionist. Greets and assists families, students, staff and visitors. Answers the telephone, responds to inquiries or directs callers to the appropriate party. Provides volunteer or visitor ID badges.
- Provides basic technical support for families and staff in the student data systems (Vesta and Skyward). Utilizes a wide variety of computer applications and office equipment.
- Provides clerical support to building staff including counselor and registrar. Monitors building walkie-talkies. Communicates with staff as necessary.
- Provides confidential secretarial support to principal and counselor. Drafts, edits and types correspondence, forms, memoranda, reports and confidential materials; makes appointments and updates calendar as needed.
- Troubleshoots minor copier problems; contacts copier vendor for service and supplies; enters technology help desk tickets.
- Sorts and distributes U.S. and inter-school mail; ensures mail is placed in appropriate mail boxes for staff. Receives, signs for and distributes freight items as necessary.
- Takes incoming calls to the office for absent students and for families interested in touring our program. Creates and maintains attendance files of written excuses from parents, doctors and other sources.
- Monitors students sent to the health room; provides basic first aid and proper medical care to sick or injured students; calls parent/guardian and arranges for early dismissal of students who are returning home due to illness. May administer anaphylaxis treatments (EpiPen), provide CPR/AED, and/or call 911 for health emergencies.
- Receives medications from parent/guardian; completes medication receipts; secures medications for students and provides access to medications as required. Logs each health room visit and relevant student health information in the electronic student information system. Completes Student Accident Report and Head Injury Report forms as necessary. Maintains current emergency contact information on all students.
- Receives application materials and maintains records of potential students. Creates enrollment packets. Makes reminder calls to parents about upcoming school tour sign up.
- Receives, tracks and files "Intent to Homeschool" declarations. Provides "Homeschool Discount Letter" to parents.
- Assigns lockers. Tracks locker assignments.
- Performs a variety of related duties and special projects as assigned.



## SUBSTITUTE STUDENT INTERVENTION COORDINATOR JOB DESCRIPTION

The Substitute Student Intervention Coordinator collaborates with the school community, including the administrative team, instructional staff, support staff and families, to develop and implement a school-wide positive behavioral intervention system which supports a positive learning environment and a high level of achievement for all students.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

#### Prevention

- Under the supervision of the school principal, facilitates the development of the MTSS (MultiTiered Systems of Support) process to address building-specific needs while aligning with District guidelines.
- Analyzes behavioral data to identify whole school trends.
- Collaborates with school staff to identify, create and implement evidence-based, trauma informed practices strategies for multi-tiered interventions. This includes creation of universal behavior expectations, instructional strategies, and interventions which complement buildingwide SEL instruction.
- Establishes and supports a positive reinforcement system in partnership with teachers to encourage and acknowledge academic and behavioral achievement.
- Assists building-based team to inform all stakeholders (e.g. school staff, students, families, etc.) on the framework/program and the system for positive behavior management.
- Provides training to staff on a variety of evidence-based practices that address behaviors of concern. Provides assistance and support to paraeducators and certificated staff with evidencebased intervention strategies while being respectful of cultural differences.

#### Intervention

- Uses academic performance, behavioral data, disciplinary data, and attendance records in collaboration with building based Problem Solving Team to identify students who need targeted intervention.
- When implementing interventions ensures all strategies are developmentally appropriate and culturally-relevant at all grade levels.

#### Discipline

- Under building principal's supervision and within District guidelines, evaluates intensity and severity of problem behavior to determine level of intervention.
- Implements evidence-based practices in Family School Partnering to establish positive relationships with families even when addressing student's lagging skills in social, emotional or behavioral abilities.



- Coordinates and oversees activities related to student discipline, student attendance, and campus security.
- Manages student discipline referrals; investigates discipline situations and administers appropriate consequences and intervention according to district policies and procedure. Coordinates discipline and interventions to limit disruption to students' daily routine, programs, and education.
- Observes and interviews students; takes anecdotal notes that are brief, objective, and focused on specific outcomes. Provides ongoing documentation that may be shared with students, parents, teachers, and behavior team. Meets with teachers to review data.

### **Other**

- Provides additional campus supervision as needed, including recess and lunch periods, locker rooms, study and solution rooms, students' arrival and departures, and transitions within the school setting.
- Serves as building safety officer; coordinates safety of facility with the Safety and Emergency Preparedness Specialist.
- May provide work direction to Office Staff and Campus Security Paraeducators relevant to routine.
- Performs related duties consistent with the scope and intent of assignment.

### **Knowledge of:**

- Positive behavior system and supports to assist school practices.
- Evidence-based behavior management strategies and tiered system of behavioral intervention.
- Family School Partnership practices.
- Restorative justice.
- Child and adolescent growth and development
- State and federal laws that govern school districts and students, including special education and school discipline laws and regulations.
- Safe behavior management techniques, both verbal de-escalation and physical management.
- Culturally responsive and trauma informed practices.

### **Skill in:**

- Communicating with individuals from varied educational and cultural backgrounds.
- Monitoring behavior and making quick, effective decisions.
- Applying a variety of positive behavior reinforcements.
- Extensive critical thinking and problem solving skills.
- Techniques to motivate student learning via inquiry, discussion, and application of knowledge.

# Substitute Sick Leave

## Procedure

## Reporting Paid Sick Leave

### Guidelines:

You must have a sick leave balance available in order to be eligible. You can find your balance in your Skyward Account.

You must be scheduled for an assignment in Frontline that is then cancelled. The confirmation # of the cancelled assignment is needed for your form.

### How to Claim Your Sick Time:

STEP 1) Log in to Absence Management System and cancel the existing assignment with the reason code "Sick-Using Paid Leave."

STEP 2) Fill out the Paid Sick Leave Request Form. You MUST include the Confirmation # of the canceled assignment. Your form will not be accepted without this information.

STEP3) Send the ORIGINAL form (copies, faxes, emailed scans will NOT be accepted) to:

Substitute Services, Human Resources – 20420 68<sup>th</sup> Ave W,  
Lynnwood WA 98036

**Unforeseen illness? Be courteous and professional:**

**Cancel your assignment as soon as possible and call the school or Substitute Services.**



## Policy: Sick Leave

*Effective January 1, 2018, substitutes will accrue paid sick leave at a rate of one (1) hour for every 40 hours worked. Paid sick leave may be used for:*

- the employee's mental or physical illness, injury or health condition;
- preventive care for the employee such as medical, dental or optical appointments and/or treatment;
- care of a family member with an illness, injury, health condition or for preventive care;
- closure of the employee's work location or child's school/place of care by order of a public official for any health-related reasons;
- if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking





# EDMONDS SCHOOL DISTRICT

Each student learning, every day!

## **PAID SICK LEAVE REQUEST FORM**

### ***INITIATIVE 1433 – Covering Substitutes, Coaches & Variable Hourly Employees***

Employees are responsible for completing this form to request leave to be charged/deducted from their balance and to receive the corresponding amount of pay in the pay period the time off occurs.

EMPLOYEE NAME: \_\_\_\_\_

SICK LEAVE BALANCE: \_\_\_\_\_

(Located: <http://www.edmonds.wednet.edu/>, Skyward, Log In, Employee Access, Time off) (For Assistance with User ID or Password call the Skyward Help Desk at 425-431-7040)

If paid through Absence Management System: **Assignment Confirmation #** is required

If paid on HR 128 timesheet: **HRTF #** is required

REASON CODES:      **S** = Self                      **SF** = Family                      **I** = Injury/Illness (job related)                      **O** = Other

CLASSIFIED SUBSTITUTES, COACHES & VARIABLE HOURLY EMPLOYEES				PAYROLL USE ONLY
<b>Classified Work Account Code: 9700 14 3300 097 5019 0000</b>				
DATES OF ABSENCE	# OF SICK LEAVE HOURS TAKEN (Full hour increments only)	REASON CODES (S, SF, I or O)	Assignment Confirmation # or HRTF #	ASSIGNMENT PAY RATE
<b>TOTAL # HOURS</b>				

CERTIFICATED SUBSTITUTES				PAYROLL USE ONLY
<b>Certificated Work Account Code: 9700 14 2300 097 5019 0000</b>				
DATES OF ABSENCE	# OF SICK LEAVE HOURS TAKEN (circle one)	REASON CODES (S, SF, I or O)	Assignment Confirmation # or HRTF #	ASSIGNMENT PAY RATE
	<b>3.50 or 7.0</b>			
	<b>3.50 or 7.0</b>			
	<b>3.50 or 7.0</b>			
	<b>3.50 or 7.0</b>			
	<b>3.50 or 7.0</b>			
<b>TOTAL # HOURS</b>				

Supervisor and Employee signatures below certifies that this leave conforms to the terms and conditions of the collective bargaining agreement and/or District policy governing the applicable employee group. Also, certifies that the employee was scheduled for a specific assignment on the date leave was used.

\_\_\_\_\_  
Employee Signature                      Supervisor Signature                      Date

FOR PAYROLL	Verify Leave Balance:	Date:
	Full Day Cert Sub Rate:	
	1/2 Day Cert Sub Rate:	

# PAYROLL INFORMATION

## PAY RATES

All Substitute pay rates can be found on the pay schedule:

<https://www.edmonds.wednet.edu/our-district/departments/human-resources-payroll-benefits/salary-schedules>

## MILEAGE REIMBURSEMENT

If a substitute is required to travel to another district location as a part of the assignment, the substitute is entitled to receive mileage reimbursement. This form can be found on the Staff Portal in the Business Services section.

## PAYCHECKS & PAY STUBS

Paychecks are directly deposited into your bank account. To review your bank information and see your pay stub, log into your Skyward account. To make changes to your direct deposit information, contact Payroll.

## TIME SHEETS

On occasion, you will be required to fill out a time sheet for your assignment. Time sheets **MUST** be turned into the Office Manager on the **SAME DAY** you are working before you sign out for the day. All time sheets are due on the 5<sup>th</sup> of the month. If received after the 5<sup>th</sup> of the month, compensation will be on the next month's paycheck.

## PAYROLL SCHEDULE

Month	Date Range	Payday
SEP	8/11-9/9	9/30/22
OCT	9/10-10/10	10/31/22
NOV	10/11-11/9	11/30/22
DEC	11/10-12/9	12/29/22
JAN	12/10-1/10	1/31/23
FEB	1/11-2/9	2/28/23
MAR	2/10-3/10	3/31/23
APR	3/11-4/10	4/28/23
MAY	4/11-5/10	5/31/23
JUN	5/11-6/9	6/30/23
JUL	6/10-7/10	7/29/23
AUG	7/11-8/10	8/31/23

# IMPORTANT LINKS

## **COVID Health and Safety:**

<https://www.edmonds.wednet.edu/programs-services/student-health-services-school-nurses/covid-healthsafety>

## **District Calendar:**

<https://www.edmonds.wednet.edu/calendar>

## **School Websites with Contact Information:**

<https://www.edmonds.wednet.edu/schools>

## **District Map:**

<https://www.edmonds.wednet.edu/academics/boundary-mapsfeeder-patterns>

## **Staff Portal:**

<https://staff.edmonds.wednet.edu/>

## **Salary Schedules:**

<https://www.edmonds.wednet.edu/our-district/departments/human-resources-payroll-benefits/salary-schedules>

# Edmonds School District Policies & Procedures

As an Edmonds School District Substitute you have completed all required Safe Schools modules outlining our Policies & Procedures. The School Board Policies & Procedures can be found on our website:

<https://go.boarddocs.com/wa/edmonds/Board.nsf/Public?open&id=policies>

- Title: 5010 Equal Employment Opportunity -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3U2978C201>
- Title: 5011 Sexual Harassment of District Staff Prohibited -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3U2H78C205>
- Title: 3205 Sexual Harassment of Students Prohibited -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TWJ78A7FF>
- Title: 5201 Drug-Free Schools, Community and Workplace -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3U2R78C2F6>
- Title: 0600 Race and Equity -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC6P9L638BF4>
- Title: 3210 Nondiscrimination -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TUC789EA3>
- Title: 3207 Prohibition of Harassment, Intimidation and Bullying -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TUH789E9B>
- Title: 4215 Use of Tobacco, Nicotine Products and Delivery Devices -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TX378B3CB>
- Title: 3221 Academic Freedom and Responsibility -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TUE789F05>
- Title: 3421 Child Abuse, Neglect and Exploitation Prevention -  
<http://go.boarddocs.com/wa/edmonds/Board.nsf/goto?open&id=CC3TW378A5A2>



# 2022-23 Family and Community Calendar

**Edmonds**  
SCHOOL DISTRICT

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6						1	2	3							1			1	2	3	4	5					1	2	3						
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24							
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31							
														30	31																										
<b>Aug. 31:</b> Professional Development Day (Teacher Contract/Non-Student)							<b>Sept. 1:</b> Professional Development Day (Teacher Contract/Non-Student) <b>Sept. 5:</b> Labor Day <b>Sept. 6:</b> Professional Development Day (Teacher Contract/Non-Student) <b>Sept. 7:</b> First Day of School <b>Sept. 12:</b> First Day of Kindergarten <b>Sept. 23:</b> Early Release (all grades)							<b>Oct. 7:</b> Early Release (all grades) <b>Oct. 21:</b> Professional Development Day (Teacher Contract/Non-Student) <b>Oct. 24-28:</b> Grade K-6 Parent-Teacher Conferences (Early Release K-6)							<b>Nov. 10:</b> Early Release (all grades), End of First Quarter <b>Nov. 11:</b> Veterans Day <b>Nov. 23:</b> No School <b>Nov. 24-25:</b> Thanksgiving Break							<b>Dec. 16:</b> Early Release (all grades) <b>Dec. 17-Jan 2:</b> Winter Break							<b>Jan 1-2:</b> Winter Break continued <b>Jan. 16:</b> Dr. Martin Luther King, Jr. Day <b>Jan. 27:</b> Early Release (all grades), End of First Semester <b>Jan. 30:</b> Professional Development Day (Teacher Contract/Non-Student)						
FEBRUARY							MARCH							APRIL							MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4				1	2	3	4							1		1	2	3	4	5	6					1	2	3							
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10							
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17							
19	20	21*	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24							
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27*	28*	29*	30*								
														30																											
<b>Feb. 10:</b> Early Release (all grades) <b>Feb. 20:</b> Presidents' Day <b>Feb. 21:</b> No School, Snow Make-Up Day (if needed)*							<b>March 15-16:</b> Grade K-6 Parent-Teacher Conferences (Early Release K-6) <b>March 17:</b> Professional Development Day (Teacher Contract/Non-Student) <b>March 31:</b> Early Release (all grades), End of Third Quarter							<b>April 3-7:</b> Spring Break <b>April 28:</b> Early Release (all grades)							<b>May 12:</b> Early Release (all grades) <b>May 26:</b> Professional Development Day (Teacher Contract/Non-Student) <b>May 29:</b> Memorial Day							<b>June 9:</b> Early Release (all grades) <b>June 19:</b> Juneteenth <b>June 26:</b> Last Day of School, Early Release (all grades), End of Second Semester <b>June 27, 28, 29, 30:</b> Snow Make-Up Days (if needed)*							<b>July 4:</b> Independence Day						

## LEGEND

 First Day of School

 First Day of Kindergarten

 Early Release (all grades)

 Early Release (K-6)

 Non-Student Day

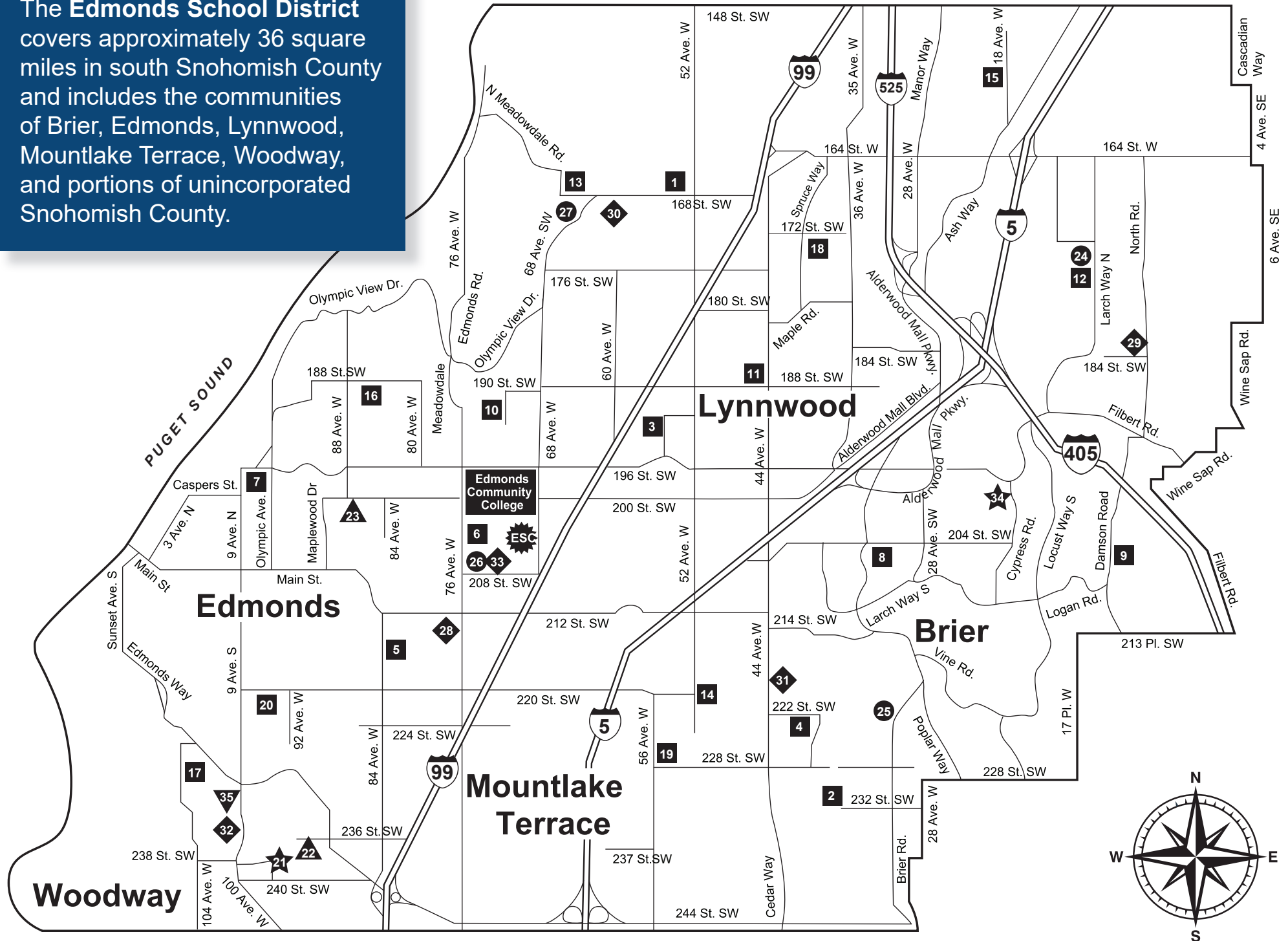
 Holiday No School

 End of Term, Early Release

 Last Day of School, Early Release, End of Second Semester

**\*Snow Make-up Days, if needed, will be in this order:**  
February 21, June 27, June 28, June 29, June 30

The **Edmonds School District** covers approximately 36 square miles in south Snohomish County and includes the communities of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, and portions of unincorporated Snohomish County.





ELEMENTARY	ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE	
1	Beverly	5221 168th St. SW, Lynnwood, 98037	425-431-7732	8:40 a.m.	3:10 p.m.	11:40 a.m.
2	Brier	3625 232nd St. SW, Brier, 98036	425-431-7854	9:20 a.m.	3:50 p.m.	12:20 p.m.
3	Cedar Valley	19200 56th Ave. W, Lynnwood, 98036	425-431-7390	8:40 a.m.	3:10 p.m.	11:40 a.m.
4	Cedar Way	22222 39th Ave. W, Mountlake Terrace, 98043	425-431-7864	8:40 a.m.	3:10 p.m.	11:40 a.m.
5	Chase Lake	21603 84th Ave. W, Edmonds, 98026	425-431-7495	8:40 a.m.	3:10 p.m.	11:40 a.m.
6	College Place	20401 76th Ave. W, Lynnwood, 98036	425-431-7620	8:40 a.m.	3:10 p.m.	11:40 a.m.
7	Edmonds	1215 Olympic Ave., Edmonds, 98020	425-431-7374	8:00 a.m.	2:30 p.m.	11:00 a.m.
8	Hazelwood	3300 204th St. SW, Lynnwood, 98036	425-431-7884	9:20 a.m.	3:50 p.m.	12:20 p.m.
9	Hilltop	20425 Damson Road, Lynnwood, 98036	425-431-7604	8:40 a.m.	3:10 p.m.	11:40 a.m.
10	Lynndale	19030 72nd Ave. W, Lynnwood, 98036	425-431-7365	8:00 a.m.	2:30 p.m.	11:00 a.m.
11	Lynnwood	18614 44th Ave. W Lynnwood, 98037	425-431-7615	9:20 a.m.	3:50 p.m.	12:20 p.m.
12	Martha Lake	17500 Larch Way, Lynnwood, 98037	425-431-7766	8:40 a.m.	3:10 p.m.	11:40 a.m.
13	Meadowdale	6505 168th St. SW, Lynnwood, 98037	425-431-7754	8:40 a.m.	3:10 p.m.	11:40 a.m.
14	Mountlake Terrace	22001 52nd Ave. W, Mountlake Terrace, 98043	425-431-7894	8:40 a.m.	3:10 p.m.	11:40 a.m.
15	Oak Heights	15500 18th Ave. W, Lynnwood, 98087	425-431-7744	8:40 a.m.	3:10 p.m.	11:40 a.m.
16	Seaview	8426 188th St. SW, Edmonds, 98026	425-431-7383	8:00 a.m.	2:30 p.m.	11:00 a.m.
17	Sherwood	22901 106th Ave. W, Edmonds, 98020	425-431-7460	9:20 a.m.	3:50 p.m.	12:20 p.m.
18	Spruce	17405 Spruce Way, Lynnwood, 98037	425-431-7720	9:20 a.m.	3:50 p.m.	12:20 p.m.
19	Terrace Park	5409 228th St. SW, Mountlake Terrace, 98043	425-431-7482	8:40 a.m.	3:10 p.m.	11:40 p.m.

ELEMENTARY		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
20	Westgate	9601 220th St. SW, Edmonds, 98020	425-431-7470	8:40 a.m.	3:10 p.m.	11:40 p.m.
★	Woodway Center	9521 240th St. SW, Edmonds, 98020	425-431-7135	9:20 a.m.	3:50 p.m.	12:20 p.m.
K-8 SCHOOLS		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
▲	Madrona	9300 236th St. SW, Edmonds, 98020	425-431-7979	9:20 a.m.	3:50 p.m.	12:20 p.m.
▲	Maplewood	8500 200th St. SW, Edmonds, 98026	425-431-7515	9:20 a.m.	3:50 p.m.	12:20 p.m.
SECONDARY		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
●	Alderwood MS	1132 172nd St. SW, Lynnwood, 98037	425-431-7579	8:00 a.m.	2:30 p.m.	11:00 a.m.
●	Brier Terrace MS	22200 Brier Road, Brier, 98036	425-431-7834	8:00 a.m.	2:30 p.m.	11:00 a.m.
●	College Place MS	7501 208th St. SW, Lynnwood, 98036	425-431-7451	8:00 a.m.	2:30 p.m.	11:00 a.m.
●	Meadowdale MS	6500 168th St. SW, Lynnwood, 98037	425-431-7707	8:00 a.m.	2:30 p.m.	11:00 a.m.
◆	Edmonds-Woodway HS	7600 212th St. SW, Edmonds, 98026	425-431-7900	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Lynnwood HS	18218 North Road, Bothell, 98012	425-431-7520	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Meadowdale HS	6002 168th St. SW, Lynnwood, 98037	425-431-7650	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Mountlake Terrace HS	21801 44th Ave. W, Mountlake Terrace, 98043	425-431-7776	7:20 a.m.	1:50 p.m.	10:20 a.m.
◆	Scriber Lake HS	23200 100th Ave. W, Edmonds, 98020	425-431-7270	8:00 a.m.	2:03 p.m.	11:00 a.m.
◆	Edmonds eLearning	7501 208th St. SW, Lynnwood, 98036	425-431-7298	Schedules vary – contact the school		
PRE-K & K-12		ADDRESS	OFFICE PHONE	START TIME	DISMISSAL TIME	EARLY RELEASE
★34	Alderwood Early Childhood Center	2000 200th Pl. SW, Lynnwood, 98036	425-431-7595	Schedules vary – contact the school		
▼35	Edmonds Heights K-12	23200 100th Ave. W, Edmonds, 98020	425-431-7840	Schedules vary – contact the school		
★21	Woodway Center	9521 240th St. SW, Edmonds, 98020	425-431-7135	9:20 a.m.	3:50 p.m.	12:20 p.m.