



SNOQUALMIE VALLEY

SCHOOL DISTRICT

8001 Silva Avenue S.E., PO Box 400, Snoqualmie, WA 98065
Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

Substitute Handbook



Substitute Coordinator

6:00am-1:00pm

suboffice@svsd410.org

(425) 831-3884

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Welcome, SVSD Substitutes!

We are excited you have joined our team, and we look forward to working with you. This guide will help you know what to do and how to be successful in your role.

What We Expect from You

As a substitute, please:

- Follow all school rules.
 - Sign in at the front office and wear your ID badge at all times.
 - Dress in a neat and professional way.
 - Be kind and respectful to everyone.
 - Talk to school staff (not students or parents) about student concerns.
-

Work Enough Days

To stay in our substitute group, you must work **at least 20 days each school year**. If you can't work for a while (vacation, illness, another job), please enter those days as "non-work" days in the **Absence Management System**. If you don't work 20 days, you may be removed from the substitute list. You may apply again in the future when you are able to meet the minimum number of workdays.

Important School Rules

When you're at school:

- No smoking, vaping, or tobacco use (even outside or in your car).
 - No weapons.
 - No drugs or alcohol.
 - Don't use school tools (like printers or computers) for personal use.
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Keep Student Info Private

By law, all student information is **private**. You cannot:

- Share personal or school info about students.
 - Post student pictures online.
 - Share their schoolwork without permission.
 - Talk about student needs with other students or adults.
-

No Personal Business

While working:

- Do not use your phone for personal calls, texts, or social media.
 - Don't read, do homework, or hobbies.
 - Focus on the students.
-

When Working Alone With Students

- Keep doors open and lights on.
 - Don't cover windows on classroom doors.
-



Stay Safe and Professional

Keep things safe and professional:

- Don't hang out with students outside school.
- Don't ask students to babysit or spend time with you outside school.
- Don't email, call, or message students from your personal accounts.
- Don't connect with students on social media.



Be Careful With Words

Be kind and thoughtful when talking or writing:

- No jokes, or comments about appearance or gender.
- No flirting or private conversations.
- No sarcasm.
- Speak in a way you'd be proud for a parent or principal to hear.



Reporting Safety Concerns

If you **see or hear anything** that could be abuse or neglect, please report it to the principal, counselor, or another school leader **immediately**.



Be Aware

- Never leave students unsupervised.
- Don't let anyone visit without office permission.



Tips for a Great Day for all substitutes

- Be friendly and respectful.
- Arrive early and check in at the school office.
- Know emergency exits, routes and procedures.
- Leave your work area neat and clean.
- Always check out at the office and return any keys.

Additional Tips for Substitute Teachers

- Ask the office for classroom info, emergency plans, and help with students who need support.
- Follow the teacher's lesson plans. Be ready with a backup activity just in case.
- Only show school-approved G or PG-rated movies if you have office approval.
- Watch student internet use carefully.
- Take accurate roll. Report absent students to the office.
- Grade papers only if you have clear instructions.
- Leave a note for the teacher about how the day went.



If You're Late or Can't Make It

Call the **Substitute Coordinator at (425) 831-3884** and call the school (see page 4). If you don't, your job may be canceled.

Questions?

Check our District website, SVSD410.org, ask the school principal, or contact Human Resources (humanresources@svsd410.org).

School Contact Information

Cascade View Elementary School

Katelyn Long, Principal
Lara Morris, Office Manager
34816 SE Ridge Street
Snoqualmie, WA 98065
425-831-4100

Fall City Elementary School

Jamie Warner, Principal
Jennie Uhles, Office Manager
33314 SE 42nd
Fall City, WA 98024
425-831-4000

North Bend Elementary School

Rebekah Westra, Principal
Sue Berhold, Office Manager
400 E Third Street
North Bend, WA 98045
425-831-8400

Opstad Elementary School

Emily Hays, Principal
Lori Eubank, Office Manager
1345 Stillson Ave SE
North Bend, WA 98045
425-831-8300

Snoqualmie Elementary School

Michelle Trifunovic, Principal
Shannon Smith, Office Manager
39801 SE Park Street
Snoqualmie, WA 98065
425-831-8050

Timber Ridge Elementary School

Shawn Bryant-Lawrence, Principal
Lindsay Logsdon, Office Manager
34412 SE Swenson Drive
Snoqualmie, WA 98065
425-831-3825

Chief Kanim Middle School

Travis Hall, Principal
Michelle Saint, Office Manager
32627 SE Redmond-Fall City Rd
Fall City, WA 98024
425-831-8225

Snoqualmie Middle School

Megan Botulinski, Principal
Betsy Evenson, Office Manager
9200 Railroad Ave SE
Snoqualmie, WA 98065
425-831-8450

Twin Falls Middle School

Jeff D'Ambrosio, Principal
Sarah Orochena, Office Manager
46910 SE Middle Fork Road
North Bend, WA 98045
425-831-4150

Mount Si High School

Vernie Newell, Principal
Tanya Alter, Office Manager
8651 Meadowbrook Way SE
Snoqualmie, WA 98065
425-831-8100

Two Rivers School

Leah Hernandez, Principal
Jennifer Becker, Office Manager
8651 Meadowbrook Way SE
Snoqualmie, WA 98065
425-831-4200

Early Learning Center

Meredith Macvean, Principal
Jessica Lammers, Office Manager
330 Ballarat Ave N.
North Bend, WA 98045
425-831-4201

Report/Release Times

These are approximate times. Please confirm the exact times in Absence Management when you accept the assignment.

	Substitute Report Time	Student Start Time	Student End Time	Certificated Substitute Release Time
High Schools (Mount Si, Two Rivers)				
Full Day	7:20	7:50	2:29	2:50
Early Dismissal Friday	7:20	7:50	12:29	12:50
Chief Kanim Middle School & Twin Falls Middle School				
Full Day	7:30	7:50	2:44	3:00
Early Dismissal Friday	7:30	7:50	12:44	1:00
Snoqualmie Middle School				
Full Day	7:00	7:30	2:24	2:30
Early Dismissal Friday	7:00	7:30	12:24	12:30
All Elementary Schools				
Full Day	8:30	9:15	3:36	4:00
Early Dismissal Friday	8:30	9:15	1:36	2:00
Early Learning Center				
Full Day	8:30	9:30	3:30	4:00
Half Day AM	8:30	9:30	12:00	12:15
Half Day PM	12:15	1:00	3:30	4:00
Early Dismissal Fri	8:30	9:30	1:30	2:00

2026-27 Rate of Pay

Certificated Substitutes

Full Day	\$210.72
Half Day	\$105.36

Classified Substitutes

Bus Driver	\$34.89
Cook's Helper	\$21.92
Custodian	\$29.05-\$34.09
Paraeducator	\$23.45-\$27.64
Admin. Assistant	\$28.39-\$35.34
Registered Nurse	\$46.14
Health Room Assistant	\$26.97

Payday

The timesheet cut-off is the first day of each month, and substitutes are paid the month following their service. Payday is the last business day of each month.

For example:

A substitute works September 29, 30, and October 1, 2. Payment for September 29 and 30 would be received on the October 31 paycheck. Payment for October 1 and 2 would be received on the November 30 paycheck.

Timesheets for substitutes are found on the District website through this path:

www.svsd410.org → Business Office Resources → Payroll and Retirement Information (scroll to the bottom of the page).

As of July 2, 2025, the links to the timesheets are:

- [Certificated Substitute Timesheet](#)
- [Classified Substitute Timesheet](#)

Inclement Weather

Emergencies such as snow, ice, power outages, and floods alter school and bus transportation schedules. During inclement weather, check the District website at www.svsd410.org, the District's social media accounts, and local news media for possible delays or closures.

If school is delayed, substitutes are expected to report to work at the regular time, if it is safe to do so. If school is delayed one hour, you have up to one hour to arrive safely; if it is delayed two hours, you have up to two hours to arrive safely.

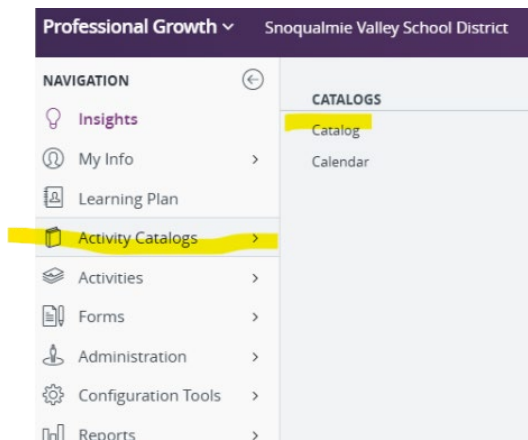
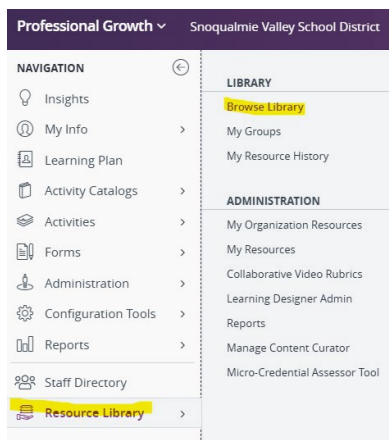
Optional Training for Substitute Teachers

As a District substitute you are eligible to participate in clock hour courses for District employees. For in-person courses with limited space, preference is given to those who are on contract with the District.

There are also quite a few online courses available for clock hours. In order to earn clock hours you must sign-up for the course(s) in Frontline and complete the course(s) within the timeline required.

To sign up for the clock hours in Frontline Professional Growth: navigate to Activity Catalogs, then Catalog, to find the course(s) you are interested in (see first screenshot below). Be sure to click the “Sign Up Now” button on the course page for the course(s) you are interested in.

To complete courses in Frontline Professional Growth Resource Library: navigate to Resource Library, and then Browse Library (see second screenshot below). You can use the search function to find the course(s) you registered for. Note: There are more classes in the Resource Library than the District offers clock hours for. Clock hours are only available for those courses in the Activity Catalog described above.



There are also clock hours available for completing Vector Solutions trainings. You may earn clock hours for completing the annual Vector training and/or Vector Child Abuse Prevention Trainings. Sign-up for the clock hours in Frontline as described above, and then complete the specific classes in Vector Solutions.

Substitute Feedback

Substitutes are valuable assets to the District; however, situations occasionally arise in which substitutes do not meet the expectations of the District. In the event that a substitute does not perform their duties and responsibilities as determined by the District, administrators, teachers, and classified staff have the option of requesting that the substitute no longer be returned to their class, assignment, or school/building location.

Incidents that may warrant a substitute to be excluded from a building vary. Some typical reasons include, but are not limited to:

- Conducting personal business during assignment.
- Leaving a job post and/or child unattended.
- Not following tasks and/or lesson plans left by the absent employee.
- Disrespecting or misusing employee personal property and/or District property.
- Failure to properly supervise/manage a classroom/students.
- Using inappropriate language or actions with students or staff.
- Violation of established District policy or procedure.
- Reading newspapers/magazines.
- Not completing all documentation as required by the District.
- Accepting and cancelling jobs repeatedly.

Exclusion Procedure: Requests are forwarded to the Human Resources Department and reviewed by the Executive Director of Human Resources. The Executive Director will determine what appropriate action will be taken. This could range from blocking the substitute's access to a classroom or building up to and including removal of the substitute from the District's substitute list. Substitutes who are removed from the District's substitute list will receive written notification and, if requested, may meet with the Executive Director to request reconsideration.

Important: Please note that as a substitute employee of the District, you are considered an at-will employee under Washington State law and that either party can end the relationship at any time. Nothing in the offer of substitute employment by the District, this Substitute Handbook, or other District employment documents, or other oral communications by District employees shall be deemed to create an employment contract or to modify the at-will relationship between the District and the substitute employee. No District employee other than the Superintendent of the District has the authority to bind the District to an employment contract or to any sort of agreement to modify that at-will employment of a substitute employee. Substitute employment does not create any continuing contractual rights with the District.