



**ISSAQUAH**  
**SCHOOL DISTRICT 411**

**SUBSTITUTE  
EDUCATIONAL ASSISTANT  
HANDBOOK  
2011 – 2012**

Everything you need to know about Issaquah classrooms...  
but may not have had time to ask!

Issaquah School District 411  
565 NW Holly St.  
Issaquah, WA 98027  
(425) 837-7000  
Website: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu)



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# ISSAQUAH SCHOOL DISTRICT 411

## ISSAQUAH SCHOOL DISTRICT HANDBOOK FOR SUBSTITUTE EDUCATIONAL ASSISTANTS

### **DISTRICT PERSONNEL**

**DR. STEVE RASMUSSEN**  
SUPERINTENDENT

**JAKE KUPER**  
CHIEF FINANCIAL OFFICER

**RON THIELE**  
ASSOCIATE SUPERINTENDENT

**JODI BONGARD**  
EXECUTIVE DIRECTOR OF ELEMENTARY EDUCATION

**PATRICK MURPHY**  
EXECUTIVE DIRECTOR OF SECONDARY LEVEL EDUCATION

**KATHY MIYAUCHI**  
EXECUTIVE DIRECTOR OF PERSONNEL SERVICES

**KAREN STOCKTON**  
SUBSTITUTE COORDINATOR



ISSAQUAH  
SCHOOL DISTRICT 411

WELCOME  
SCHOOL  
YEAR  
2011- 2012

Dear Substitute Educational Assistant:

Welcome to the Issaquah School District. You are a vital part of our district and we value the contributions you make. It is your involvement and availability that enables our programs to succeed.

This handbook has been prepared for you to provide the guidance necessary for program continuity and coordination with the regular Educational Assistant's assignment.

If we can be of assistance, please call the **Substitute Office at 425-837-7063**.

We appreciate your service to our district and its students.

Sincerely,

*Kathy Miyauchi*

Kathy Miyauchi  
Executive Director of Personnel Services

*Karen Stockton*

Karen Stockton  
Substitute Coordinator

## **SUPERINTENDENT'S MESSAGE**

Welcome to the Issaquah School District. Providing the best and highest quality education for our students is our everyday goal. Having reliable and professional substitute educational assistants in our schools has always been a high priority. In these days of increasing challenges due to the numbers and diversity of student population, it is even more important that our substitute educational assistants be focused on teacher support in the pursuit of student learning and effective instruction.

Because you are in and out of so many classrooms, you have a unique perspective on our school district. You get a big picture of curriculum, school culture and discipline, and you can take note of best practices from school to school. Your rich experiences help enrich the classrooms where you do your important work.

If there are ways we can help you be more efficient or effective, please let us know. Your building principal and our Personnel Office will welcome your suggestions. We appreciate the special contribution you make toward all students learning well and we wish you an exciting and fulfilling year.

Dr. Steve Rasmussen  
Superintendent

## **ISSAQUAH SCHOOL DISTRICT MISSION STATEMENT**

Our students will be prepared for and eager to accept the academic, occupational, personal, and practical challenges of life in a dynamic global environment.

## **THE FIVE-YEAR EDUCATIONAL WORK PLAN**

- Develop and implement a district-wide comprehensive, consistent curriculum framework
- Integrate technology in the learning process
- Expect and encourage community participation in the total education process
- Use and distribute services and resources wisely through the district
- Broaden and enhance communication

## EMERGENCY SCHEDULE

In the event of snow, ice or wind conditions, schools will either be closed or on an emergency schedule. If you feel the weather may create hazardous travel conditions, please refer to the following for information:

- Listen to the radio or television between 5:00 a.m. and 8:00 a.m.
- Call the Issaquah School District's transportation department recorded announcement number at **837-6333** for information or the substitute teacher office at **837-7063** for specific assignment information.
- Visit the school district website at: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

**No radio announcement means schools are in session with normal operating hours.**

**If schools are closed, assigned substitutes should not report to the scheduled school.** If schools are on an emergency schedule, schools will operate with a delayed starting time and most meetings and in-service sessions requiring substitutes for teachers could be cancelled.

## INFECTION CONTROL PROGRAM

Please refer to the "Infection Control Program" booklet in your orientation packet.

Information on any "exposure incident" as posted in the building must be followed. If, as a substitute teacher, you have been exposed to another person's blood or potentially infectious fluids, take the necessary steps as listed below.

- 1. Wash exposed area immediately**
- 2. Report to supervisor immediately**
- 3. Complete "Physicians Post-Exposure Evaluation" form**
- 4. Post-exposure medical evaluation and follow-up to be done will be provided by the district**
- 5. Your supervisor will contact the school nurse for specific steps/procedures to follow.**

As a substitute teacher you should take an active interest in the students and their activities to do an effective job. This calls for alertness, ingenuity and resourcefulness. The challenge is there, do your best for our students.

## **EMERGENCY LOCKDOWN PROCEDURES**

### **OFFICE**

1. General alarm statement via intercom specific to the situation (NO CODES).
2. Call 911 – stay on the line until assistance arrives.
3. Call the Central Administration Building at 837-7000.
4. When possible, provide updates via your building communication plan.
5. If there is a bomb threat, - TURN OFF cell phones, radios and pagers.

### **TEACHERS/BUILDING STAFF**

When in the classroom, ALL personnel will:

1. Quickly check halls and get all students, staff and volunteers into the classrooms.
2. Close and lock all doors.
3. Close all window coverings (cover door windows).
4. Turn off lights.
5. Keep everyone inside room and away from windows and doors.
6. Direct everyone to lay flat on the floor or behind barriers.
7. Do not allow anyone into the room unless the person can show office clearance.
8. Do not respond to recess or dismissal times or bells.
9. Stay calm and keep everyone else calm.

Each building should also develop a plan to handle the following situations outside the regular classroom:

- Special programs
- Bus arrival and departures
- Lunch and recess
- Specialty areas, such as playgrounds, outside athletic areas, locker rooms, music areas, parking lots, etc.
- Special staff assignments need to be considered, such as custodians, secretaries, nurses, food service personnel, E.A.'s, counselors, parent volunteers, student volunteers, etc.
- Dismissal procedures after the incident

Further Precautions:

- Do not move in front of a weapon
- Do not try to forcibly disarm an intruder
- Do not back an intruder into a corner – always provide a way out
- Talk quietly and calmly
- Allow yourself an escape route

**KEEP THIS PLAN AVAILABLE FOR QUICK – BUT CONFIDENTIAL REFERENCE**

# ISSAQUAH ELEMENTARY SCHOOLS

## GRADES K - 5

SCHOOLS	ABBREVIATION	PHONE	ADDRESS
APOLLO ELEMENTARY Principal: Susan Mundel Secretary: Janet Randall - 837-7503	AP	837-7500	15025 SE 117th St. Renton, WA 98059
BRIARWOOD ELEMENTARY Principal: Drew Terry Secretary: Barbara Potts-837-5005	BW	837-5000	17020 SE 134th St. Renton, WA 98059
CASCADE RIDGE ELEMENTARY Principal: Natalie Fowler Secretary: Mardi St. Laurent - 837-5502	CA	837-5500	2020 Trossachs Blvd. SE Sammamish, WA 98075
CHALLENGER ELEMENTARY Principal: Sue McPeak Secretary: Danna Colingham - 837-7551	CH	837-7550	25200 Klahanie Blvd. SE Issaquah, WA 98029
CLARK ELEMENTARY Principal: May Pelto Secretary: Linda Roehl - 837-6252	CL	837-6300	500 2nd Ave SE Issaquah, WA 98027
COUGAR RIDGE ELEMENTARY Principal: Jackie Tanner Secretary: Margie Calderwood - 837-7229	CR	837-7300	4630 167th Ave SE Bellevue, WA 98006
CREEKSIDE ELEMENTARY Principal: Robin Earl Secretary: Andrea Garvey - 837-5202	CS	837-5200	20777 SE 16th St Sammamish WA 98075
DISCOVERY ELEMENTARY Principal: Tera Coyle Secretary: Jane Clausius - 837-4028	DI	837-4100	2300 228th Ave SE Sammamish, WA 98075
ENDEAVOUR ELEMENTARY Principal: Kathy Connally Secretary: Laura Maloney - 837-7354	EN	837-7350	26205 SE Iss-Fall City Rd. Issaquah, WA 98029
GRAND RIDGE ELEMENTARY Principal: Christy Otley Secretary: Cyndi Thompson-837-7927	GR	837-7925	1739 NE Park Dr Issaquah, WA 98029
ISSAQUAH VALLEY ELEMENTARY Principal: Diane Holt Secretary: Jill Doherty - 837-7203	IVE	837-7200	555 NW Holly St. Issaquah, WA 98027
MAPLE HILLS ELEMENTARY Principal: Sondra Maier Secretary: Patti Flanik - 837-5102	MH	837-5100	15644 204th Ave SE Renton, WA 98059
NEWCASTLE ELEMENTARY Principal: Marla Newton Secretary: Donna Wood - 837-5803	NC	837-5800	8440 136th Ave SE Newcastle, WA 98059
SUNNY HILLS ELEMENTARY Principal: Sarah White Secretary: Karin Danner - 837-7404	SH	837-7400	3200 Iss-Pine Lake Rd. Sammamish, WA 98075
SUNSET ELEMENTARY Principal: Wayne Hamasaki Secretary: Ronda Green - 837-5602	SS	837-5600	4229 W. Lake Sam Pky SE Bellevue, WA 98008

# ISSAQUAH MIDDLE SCHOOLS

GRADES 6 - 8

SCHOOLS	ABREVIATION	PHONE	ADDRESS
BEAVER LAKE MIDDLE SCHOOL Principal: Josh Almy Asst. Principal: Page Perey Secretary: Anne Rackers - 837-4156	BLMS	837-4150	25025 SE 32nd SE Issaquah, WA 98029
ISSAQUAH MIDDLE SCHOOL Principal: Corrine DeRosa Asst. Principal: Seth Adams Secretary: Sandie Schertzi 837-6811	IMS	837-6800	400 1st Ave SE Issaquah, WA 98027
MAYWOOD MIDDLE SCHOOL Principal: Jason Morse Asst. Principal: Jane Harris Secretary: Jean Schreiner - 837-6904	MMS	837-6900	14490 168th Ave. SE Renton, WA 98059
PACIFIC CASCADE MIDDLE SCHOOL Principal: Dana Bailey Asst. Principal: Monique Beane Secretary: Hollie Caley-837-5903	PCMS	837-5900	24635 SE Iss-Fall Cty. Rd Issaquah WA 98027
PINE LAKE MIDLE SCHOOL Principal: Roy Adler Asst. Principal: Michelle Caponigro Secretary: Randee Anderson-837-5777	PLMS	837-5700	3200 228TH Ave. SE Sammamish WA 98075

## TRANSITION

AGE 18 - 21

TIGER MT	ABREVIATION	PHONE	ADDRESS
Diana Gay	TM	837-6200	355 SE Evans St Issaquah, WA 98027

## GRADES 9 - 12

HIGH SCHOOLS	ABREVIATION	PHONE	ADDRESS
ISSAQUAH HIGH SCHOOL Principal: Paula Phelps Asst. Principal: Dawn Wallace Asst. Principal: Derek Heinz Secretary: Cathie Foote - 837-6002	IHS	837-6000	700 2nd Ave SE Issaquah, WA 98027
LIBERTY HIGH SCHOOL Principal: Mike DeLetis Asst. Principal: Sean Martin Asst. Principal: Donna Hood Secretary: Kathy Schroeder - 837-4803	LHS	837-4800	16655 SE 136th St. Renton, WA 98059
SKYLINE HIGH SCHOOL Principal: Lisa Hechtman Asst. Principal: Andrea McCormick Asst. Principal: Jeff McGowan Secretary: Jane Tushar - 837-7702	SHS	837-7700	1122 228th Ave SE Sammamish, WA 98075
TIGER MT. COMMUNITY HIGH SCHOOL Principal: Ed Marcoe Secretary: Amy Wiggins - 837-6210	TM or TMCHS	837-6200	355 SE Evans St. Issaquah, WA 98027
ECHO GLEN STATE JUVENILE FACILITY Principal: Michael Williams Secretary: Diane Smelcer - 831-2521	EG	831-2521	33010 SE 99th St. Snoqualmie, WA 98065

## SUBSTITUTE OFFICE

BLDG HOURS 7:30 - 4:30

ADMINISTRATIVE BLDG.	ABREVIATION	PHONE	ADDRESS
SUBSTITUTE COORDINATOR: Karen Stockton 6:00am - 3:00pm Kim Tempel 12:00 pm - 4:00 pm	ADMIN ADMIN	837-7063 837-7176	565 NW Holly St. Issaquah, WA 98027

## DIRECTIONS TO THE SCHOOLS

**APOLLO ELEMENTARY** – From I-90 take exit #15 and go south on the Renton-Issaquah Road (SR-900). Turn left onto 148th SE, left onto 117th SE, and continue to the school.

**BRIARWOOD ELEMENTARY** – From I-90 take exit #15 and go south on the Renton-Issaquah Road (SR-900). Turn left onto 164th Ave. SE, left onto SE 128th, right on 168th, left on 134<sup>th</sup>.

**CASCADE RIDGE ELEMENTARY** - From I-90 eastbound take exit #18 and stay to the left onto Highland Drive. Turn right onto Issaquah-Fall City Rd. at stoplight. Bear left as Issaquah-Fall City Rd. becomes Duthie Hill Rd. Turn left onto Trossachs Blvd. SE. School is on the right.

**CHALLENGER ELEMENTARY** - From I-90 eastbound take exit #18 and stay to the left onto Highland Drive. Continue on Highland Drive as it becomes Issaquah-Pine Lake Rd. Turn right at the light onto Klahanie Blvd, continue. approximately 1 mile to the school on the left.

**CLARK ELEMENTARY** - From I-90 take exit #17. Go south on Front Street turn left at the stop light onto E. Sunset Way. Turn right onto 2nd Ave. SE, continue, school is on the left.

**COUGAR RIDGE ELEMENTARY** –From I-90 eastbound take exit 13, stay to right. At stoplight go straight on Lakemont Blvd for 1 mile. At stoplight at Lakemont and 171<sup>st</sup> SE, make a right turn. Continue for .4 mile. At SE 47<sup>th</sup> St., turn left, continue on SE 47<sup>th</sup>, which becomes SE 46<sup>th</sup>. Take first left turn into the school.

**CREEKSIDE ELEMENTARY** – From I-90 take exit 17. Turn left on Front St. Take a left on East Lake Samm. Pkwy, to 2 miles and take right at round about (43<sup>rd</sup>). Continue on 43<sup>rd</sup> until it turns into 228<sup>th</sup> Ave. SE. Go thru stoplight, continue ½ mile and turn left on SE20th St. Travel one mile and turn right on 212<sup>th</sup> AVE. SE. Turn left on 18<sup>th</sup> SE, then right onto SE 16<sup>th</sup>.

**DISCOVERY ELEMENTARY** – From I-90 take exit # 17. Go north on E. Lk. Samm. Road, turn right at the light at E. 43<sup>rd</sup> Way, which turns into 228. Continue on 228<sup>th</sup>, school on right.

**ENDEAVOUR ELEMENTARY** - From I-90 eastbound, take exit #18 and stay to the left onto Highland Drive. Turn right onto Issaquah-Fall City Rd. at stoplight. Bear left as Issaquah-Fall City Rd. becomes Duthie Hill Road. The school is on the right.

**GRAND RIDGE ELEMENTARY** – From I-90 take the new Sunset Interchange (Exit #18). Follow Highlands Drive up the hill and turn right on NE Federal Dr. Turn right on NE Park Dr., go about .8 mile. If coming from the Plateau, you will drive south on Issa-Pine Lake Road, across Issaquah-Fall City Rd where Highlands Dr begins. Turn left on NE Federal Dr. turn right on NE Park Dr.

**ISSAQUAH VALLEY ELEMENTARY** - From I-90 take exit #15 and go south on Renton-Issaquah Rd (SR-900). Turn left onto Maple, which becomes Newport Way.. Turn left onto Holly St..

**MAPLE HILLS ELEMENTARY** – From I-90 take exit 15, go west (right) on the Renton-Issaquah Road (SR-900), about 4 miles. At stoplight, turn left on SE May Valley Road and go until flashing red light, turn right on SE 128<sup>th</sup> Way and go about ¾ of a mile. At top of hill take sharp left onto 196<sup>th</sup> Ave SE and go about 1.5 miles (after about a mile, road curves left and changes to SE 150<sup>th</sup> St., then curves right and changes to SE 152<sup>nd</sup>). At Community Park, turn right onto 204<sup>th</sup> Ave Se and continue 2 blocks to the school.

**NEWCASTLE ELEMENTARY** – From 405, take exit #10 onto Coal Creek Parkway SE. Go east on Coal Creek for approx. 3 miles to 135<sup>th</sup> Ave SE. Turn left on 135<sup>th</sup> Ave SE, turn left on 136<sup>th</sup> Ave SE, turn right into parking lot of school. From Issaquah, go south on SR 900/Issa-Renton Rd, approximately 8 miles. Turn right on Duval Ave NE (Duval changes into Coal Creek Parkway at Newcastle City limits) travel 1.7 miles to 135<sup>th</sup> Ave Se. Turn right onto 135<sup>th</sup> Ave SE, turn left on 136<sup>th</sup> Ave SE, turn right into parking lot of school.

**SUNNY HILLS ELEMENTARY** - From I-90 eastbound, take exit #18 and stay to the left onto Highland Drive. Continue on Highland Drive as it becomes Issaquah-Pine Lake Rd. Continue on Issaquah-Pine Lake Rd. for about 3 miles. The school is on the right.

**SUNSET ELEMENTARY** - From I-90 take exit #13. The school is on the north side of the freeway.

**BEAVER LAKE MIDDLE SCHOOL** - From I-90 eastbound, take exit #18 and stay to the left onto Highland Drive. Continue on Highland Drive as it becomes Issaquah-Pine Lake Rd. Continue on Issaquah-Pine Lake Rd. for about 3 miles. Turn right on 32<sup>nd</sup> Way. The school will be on your right.

**ISSAQUAH MIDDLE SCHOOL** - From I-90 take #17 and proceed south onto Front Street. Continue south on Front Street into downtown Issaquah. Turn left on Clark. Go past the Boehm Pool on the left into the school parking lot.

**MAYWOOD MIDDLE SCHOOL** - From I-90 take exit #15 and go south on the Renton-Issaquah Road (SR-900). Turn left onto 164th Ave. SE, left onto SE 128th, right onto 168th SE, left onto SE 136th, right onto 169th SE, right onto 144th SE, left at 168<sup>th</sup>

**PACIFIC CASCADE MIDDLE SCHOOL** – From I-90 eastbound, take exit #18 and stay to the left onto Highland Drive. Turn right onto Issaquah-Fall City Rd. at stoplight. Go about ½ mile until 247<sup>th</sup> SE, turn right. School is right there.

**PINE LAKE MIDDLE SCHOOL** - From I-90 take exit #17. Go north on E. Lake Sammamish Parkway. Turn right at the light onto SE 43rd way. Wind up the hill 2 miles. School is on your right with additional parking in the rear lot.

**ISSAQUAH HIGH SCHOOL** - From I-90 take exit #17 and head south on Front Street. Turn left at the stop light onto E. Sunset Way. Turn right on 2nd Ave. SE and continue to the school which is on the left.

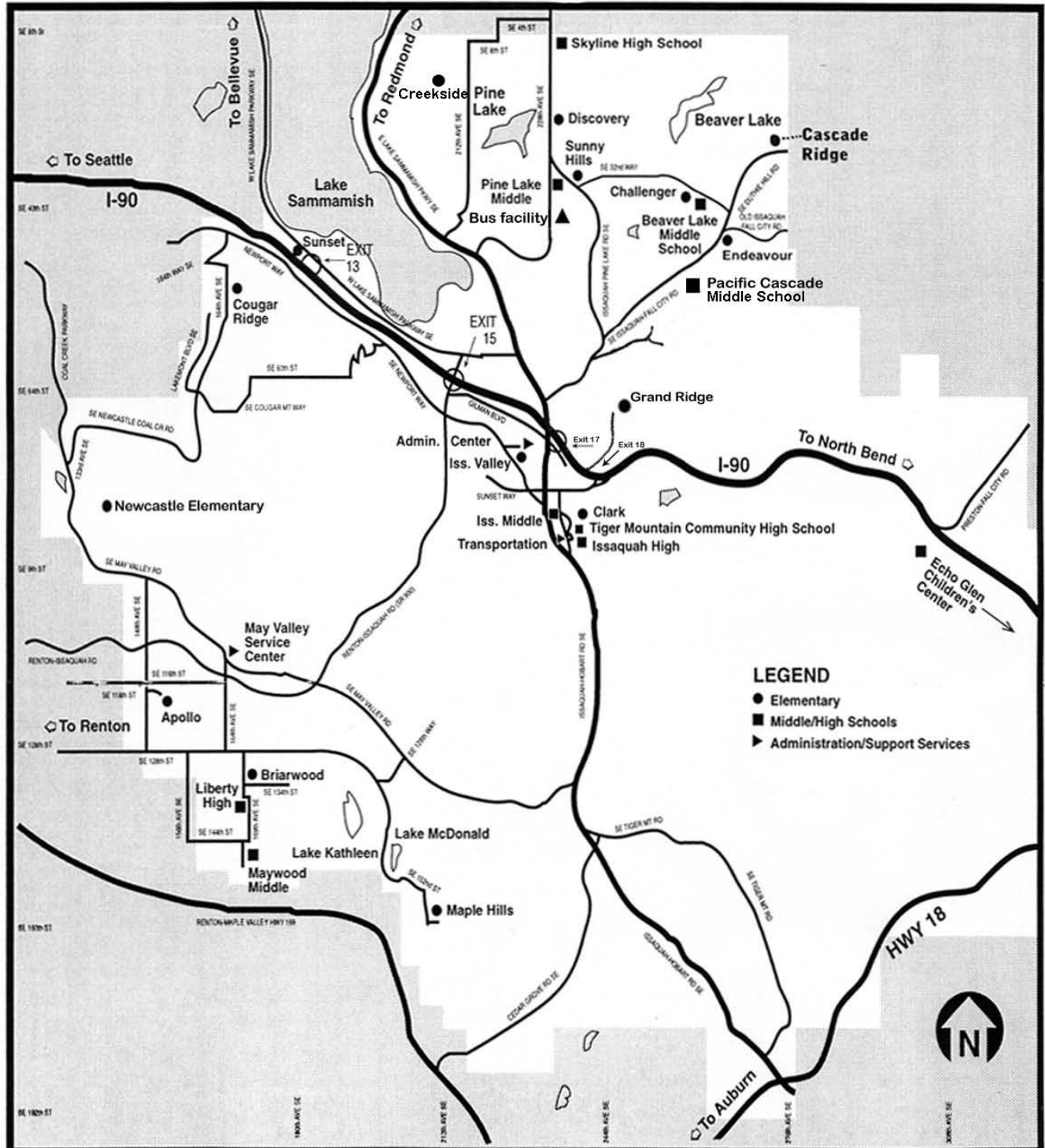
**LIBERTY HIGH SCHOOL** From I-90 take exit #15 and go south on the Renton-Issaquah Road (SR-900). Turn left onto 164th Ave. SE, left onto SE 128th, right onto 168th SE. The school is located on the corner of 168th and 136th.

**SKYLINE HIGH SCHOOL** From I-90 take exit #17. Go north on E. Lake Sammamish Road. Turn right at the light onto SE 43rd way which turns into 228th Ave SE. Continue on 228<sup>th</sup> to the school which is on the right.

**TIGER MOUNTAIN COMMUNITY HIGH SCHOOL** - From I-90 take exit #17 and head south on Front Street. Turn left at the stop light onto E. Sunset Way, right on 2nd Ave. SE and continue up the hill. Turn left on Evans Street to campus parking lot.

**ECHO GLEN** – From I-90 take exit #25 and go toward ramp onto Highway 18/Snoqualmie Parkway. Turn left onto Hwy 18 (road changes to Snoqualmie Pkwy) and left onto SE 99th.

**Issaquah School District**  
 565 NW Holly Street, Issaquah WA 98027  
 425.837.7000  
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M	T	W	Th	F
<b>SEPTEMBER</b>				
29	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>OCTOBER</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

<b>NOVEMBER</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

<b>DECEMBER</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>JANUARY</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Aug 30: First day of school for students**

**Sept 5: Labor Day**

*No school for students or staff.*

**Nov 11: Veterans Day**

*No school for students or staff.*

**Nov 24-25: Thanksgiving holiday**

*No school for students or staff.*

**Nov 30 & Dec 1: Elementary conferences**

*No school for elementary students only*

**Dec 19-Jan 2: First Winter Break**

*No school for students or staff.*

**Jan 16: Martin Luther King Jr. Day**

*No school for students or staff.*

**Feb 20-24: Presidents Day/Second Winter Break**

*No school for students or staff.*

**Apr 9-13: Spring Break**

*No school for students or staff.*

**May 25-28: Memorial Day 4 day weekend\*\***

*No school for students or staff.*

**June 14: Last day of school for students**

### WEATHER MAKE-UP DAYS

*These days will become school days if needed to make up days lost to weather or other school closures. Any additional days will be added on after the last June makeup day.*

**First day:** Friday, May 25\*\*

**Second day:** Friday, June 15

**Third day:** Monday, June 18

**Fourth day:** Tuesday, June 19

**Fifth day:** Wednesday, June 20

M	T	W	Th	F
<b>FEBRUARY</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

<b>MARCH</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

<b>APRIL</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

<b>MAY</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

<b>JUNE</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# 2011 – 2012 SCHOOL SCHEDULES

## MONDAY, TUESDAY, THURSDAY, FRIDAY

The following are the daily student/substitute schedules for individual schools in the Issaquah School District. It is important that you know the location of each of the schools so that you can arrive at your assignment on time.

<u>STUDENT TIME</u>	<u>SUBSTITUTE TIME-EA</u>
<b><u>ELEMENTARY SCHOOLS</u></b>	
APOLLO 8:30 -- 2:55	See EA schedule.
BRIARWOOD 8:30 -- 2:55	
CASCADE RIDGE 8:30 -- 2:55	
CHALLENGER 8:30 -- 2:55	
CLARK 9:15 -- 3:40	
COUGAR RIDGE 8:30 -- 2:55	
CREEKSIDE 9:15 -- 3:40	
DISCOVERY 9:15 -- 3:40	
ENDEAVOUR 8:30 -- 2:55	
GRAND RIDGE 9:15 -- 3:40	
ISSAQUAH VALLEY 8:30 -- 2:55	
MAPLE HILLS 9:15 -- 3:40	
NEWCASTLE 9:15 -- 3:40	
SUNNY HILLS 8:30 -- 2:55	
SUNSET 9:15 -- 3:40	
<b><u>MIDDLE SCHOOLS</u></b>	
BEAVER LAKE MID. 7:40 -- 2:05	See EA schedule
ISSAQUAH MIDDLE 7:35 -- 2:00	
MAYWOOD MIDDLE 7:40 -- 2:06	
PACIFIC CASCADE 7:40 -- 2:05	
PINE LAKE MIDDLE 7:40 -- 2:05	
<b><u>HIGH SCHOOLS</u></b>	
ISSAQUAH HIGH 7:25 -- 2:16	See EA schedule
LIBERTY HIGH 7:28 -- 2:16	
SKYLINE HIGH 7:25 -- 2:16	
ECHO GLEN 7:50 -- 2:20	
TIGER MOUNTAIN	
M, T, Th, 8:30 -- 3:15	
F 8:30 -- 11:25	
TRANSITION 10:00 -- 3:30	
No Fridays	

## 2011 – 2012 SCHOOL SCHEDULES (CONTINUED)

### WEDNESDAY

	<u>STUDENT TIME</u>	<u>SUBSTITUTE TIME</u>
<b><u>ELEMENTARY SCHOOLS</u></b>		
APOLLO	8:30 -- 12:45	
BRIARWOOD	8:30 -- 12:45	See EA schedule
CASCADE RIDGE	8:30 -- 12:45	
CHALLENGER	8:30 -- 12:45	
CLARK	9:15 -- 1:30	
COUGAR RIDGE	8:30 -- 12:45	
CREEKSIDE	9:15 -- 1:30	
DISCOVERY	9:15 -- 1:30	
ENDEAVOUR	8:30 -- 12:45	
GRAND RIDGE	9:15 -- 1:30	
ISSAQUAH VALLEY	8:30 -- 12:45	
MAPLE HILLS	9:15 -- 1:30	
NEWCASTLE	9:15 -- 1:30	
SUNNY HILLS	8:30 -- 12:45	
SUNSET	9:15 -- 1:30	
 <b><u>MIDDLE SCHOOLS</u></b>		
BEAVER LAKE	10:10 -- 2:35	See EA schedule
ISSAQUAH	10:05 -- 2:30	
MAYWOOD	10:15 -- 2:41	
PACIFIC CASCADE	10:10 -- 2:35	
PINE LAKE	10:10 -- 2:35	
 <b><u>HIGH SCHOOLS</u></b>		
ISSAQUAH	9:55 -- 2:46	
LIBERTY	9:55 -- 2:57	See EA schedule
SKYLINE	9:55 -- 2:46	
ECHO GLEN	7:50 -- 11:23	
 TIGER MOUNTAIN	 10:40 -- 3:45	
 TRANSITION	 9:00 -- 3:30	

## COMPENSATION

The Issaquah School District is currently paying \$13.54/hr for substitute educational assistants. If a substitute is assigned to work in the LRC II program, then the rate of pay is \$14.34/hr and Echo Glen substitutes are paid \$14.04/hr. Substitute educational assistants are paid hourly.

The current pay for substitute secretaries is \$16.65-\$18.64/hr, depending on which position you fill.

## PAYROLL CUT OFF DAYS

MONTH	CUT OFF DAY	ISSUE DATE OF PAY
09-11	8-31-11	09-30-11
10-11	9-30-11	10-30-11
11-11	10-31-11	11-30-11
12-11	11-30-11	12-31-11
01-12	12-30-11	01-31-12
02-12	1-31-12	02-29-12
03-12	2-29-12	03-30-12
04-12	3-30-12	04-30-12
05-12	4-30-12	05-31-12
06-12	5-31-12	06-29-12
07-12	6-20-12	07-31-12
08-12	7-31-12	08-31-12

Please note: if you work at the beginning of a month (example, beginning of September) you will not be paid for that time until the end of the following month (in this example, October 31)

If you have any questions concerning your pay, please call Karen Stockton in the **Substitute Office at 837-7063**

## IMPORTANT INFORMATION FOR THE SUBSTITUTE

### Accepting a position:

All available shifts are posted on I-SAM. Remember the standard shift times that appear are for teachers only. Classified staff work very specific shifts that usually do not follow the standard student time. These times will be listed in the job description. Pay close attention to see if the employee has added any specific “Comments” to their job. This is where they would list special hours or duties that would override their standard description.

**IMPORTANT: Only accept a position if you can work an entire shift. Many critical duties, such as crossing guard, occur at the beginning or end of the day and the school is counting on you to be there. Please be on time!!! Even a few minutes late can create problems.**

Some common terms you may see in job descriptions:

BEL- is a program for low performing students in reading and writing. In the elementary, it is a 20 – 40 minute pull-out program for small groups of students at the same grade level. At the middle school level, BEL is a one period class

ELL-this is a program for our “English Language Learners”. Students are pulled out of their regular classrooms in small groups to work on their English language skills.

LRCI-this stands for “Learning Resource Center I” and is where students receive specially designed instruction to support their academic needs—they are in this class for less than ½ of their school day.

LRCII-students with moderate to severe disabilities receive specially designed instruction for more than ½ of their school day.

ISEP-students with emotional and behavioral disabilities receive specially designed instruction in a self contained setting.

### Starting the day:

Report to work at the start time listed in I-SAM. Go to the school office and sign the necessary form. Remember, this is how your time will be reported to payroll. The I-SAM system is used for dispatch purposes only and will not accurately display your time worked.

The office will provide you with a detailed schedule and duties of your day. If you have any questions, feel free to ask! They know you are new and are happy to give you any help.

