ISD 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.
Dear Classified Substitute,

Welcome to the Issaquah School District! Thank you for joining our team in its commitment to providing continuity of the best and highest quality education to our students. We value your involvement and availability that enables our programs to succeed.

In addition to preparing students in academic knowledge and skill, our vision is to promote respect, positive relationships, and predictable, proactive learning environments so that students can lead socially and emotionally safe and healthy lives.

We intend to provide you with the information and support necessary to employ your skills in diverse school environments. Our hope is that your experience working in our district is positive and rewarding.

Please take time to review the information provided in this handbook. It answers the most frequently asked questions. If you can’t find what you need, please don’t hesitate to contact the Substitute Office at (425) 837-7063. We welcome any insights on how we can improve our support.

We appreciate your service to our district and its students.

Sincerely,

Sena Camarata
Director of Human Resources
camaratas@issaquah.wednet.edu

For questions about applications/job postings:
Robbi Lira Rivero lirar@issaquah.wednet.edu

For questions about Frontline:
Sub Office (425) 837-7063
DISTRICT CALENDAR
https://www.issaquah.wednet.edu/docs/default-source/calendar/2021-22-school-calendar.pdf

MAPS and DIRECTIONS
https://www.issaquah.wednet.edu/district/facilities/map

BUILDING DIRECTORY
Below is the directory of contact information for the elementary schools, middle schools, and high schools in the Issaquah School District: https://www.issaquah.wednet.edu/directory

BELL AND BUS SCHEDULES
https://www.issaquah.wednet.edu/schools/schedules

PICKING UP SHIFTS
We use Frontline software to manage our time off/substitute processes. After you are set up in Frontline, the Sub Office will send you your log on information. You can find videos to help you get started here: https://absence-help.frontlineeducation.com/hc/en-us/articles/115004635508-Getting-Started-as-an-Employee?

BEFORE WE CAN ACTIVATE FRONTLINE
Please upload your COVID-19 Vaccination Card in the application system, or request a medical or religious exemption form and meeting from Sena Camarata (camaratas@issaquah.wednet.edu). Thank you for helping us maintain compliance with Washington state mandates.

COMPENSATION & PAYROLL INFORMATION
Classified substitutes are paid for the actual number of hours (not days) worked. Please refer to the chart below for current substitute pay rates. If rates are updated, they will be posted on our webpage, under Classified Salary Schedule: https://www.issaquah.wednet.edu/human-resources/salary-schedules

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<th>Base</th>
<th>LRCI</th>
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<th>ECHO</th>
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<td>2020-2021 Salary Schedule</td>
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To retrieve your login information, click on the ink that says “Forgot your Login/Password” and an email will be sent to you with your login ID and a link to reset your password. (You will be able to access this link once

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you have worked and earned a paycheck). If you have questions, or if you need help navigating this site, contact Kevin West in the Payroll Department at 425-837-7021 or westk@issaquah.wednet.edu.

**PAID SICK LEAVE**

You are entitled to accrue paid sick leave beginning August 2019. This leave will accrue at one (1) hour of paid sick leave for every forty (40) hours you have worked. You may use this accrued paid sick leave for the following reasons as outlined in RCW 49.46.210(1)(b) and (c):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child’s school or place of care is closed by order of a public official for any health related reason.

You are entitled to use accrued paid sick leave beginning ninety (90) calendar days after the start of your employment with the ISD, August 15, 2018 or later. Please contact the Substitute Office, at 425-837-7063 to access your accrued sick leave.

Accrued, unused paid sick leave balances of forty (40) hours or less will be carried over to the following year. Retaliation against you by the District for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW) is prohibited.

**SCHEDULE ERRORS**

There will be times when subs are assigned to a job and it is in error or circumstances have changed. If you have arrived at a school to discover that there is no assignment for you, you will be given the following choices:

1. You can call the sub office and they will try to find you another assignment.
2. You can go home for an unpaid day.
3. You can stay at the school and perform assigned duties. In this case you will be paid for a 1/2 day.

**CHANGE OF ASSIGNMENT**

Administrators may change the assignment of substitutes to fit the educational needs within their building.

**RETAIKING TRAINING**

You have received training regarding all Safety and Emergency Preparedness procedures as part of your required SafeSchools trainings. Should you need to refer back to these procedures, they are available by logging into SafeSchools.

**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 office at 837-7063 for specific assignment information.  
• Visit the school district website at: 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 could be cancelled.

When the district is on a one hour late start, the sub will report one hour later from the regular schedule.  
Example - A Para Pro hours are 9:30-2:00, the sub’s hours will be 10:30-2:00 on a one hour late start.  
If you are still unsure, you could contact the sub office or the school.  There will always be unique situations with Para Pro’s schedules.

NOTICE OF DISCLAIMER

Substitute employment is an at-will relationship between the Issaquah School District and the substitute employee.  
Due to the at-will nature of this relationship, it may be terminated at any time by either party.  Accepting substitute work is by no means an offer of permanent and/or on-going employment.  Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute handbooks, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship.

UNEMPLOYMENT COMPENSATION

Substitutes are ineligible for unemployment compensation provided they are given assurance on continuing employment in the same or similar position for the following school year. Issaquah School District gives such written assurance for the following year.

PARAPROFESSIONAL ASSIGNMENTS

Paraprofessionals are valuable members of the educational team. They provide essential support in a variety of roles throughout the district. We encourage you to try a variety of positions across grade levels. A flexible attitude in experiencing diversity will assist you in finding the best match for your interest and skill.

General

Elementary: Supervision of school grounds, crossing guard, lunch room, library and recess. Provides clerical support as needed.

Secondary: Supervision of school grounds, crossing guard, lunch room, library and hallways. Provides clerical support as needed.

Kindergarten

Assist teacher with instruction to groups of students or on a one-to-one basis. Supervision of students in transition to and from classroom, lunch, recess and specialist programs such as music and physical education. Monitor students to keep them on task and maintaining standards of student behavior.

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Health Room Specialists (HRS)
*Requires certification in CPR/First Aid
Assist school nurse in the management of student medical needs in health room

Special Education Learning Resource I (LRC I)
Students receiving specially designed instruction based on evaluation.
Assist the Special Education teacher with instruction of groups of students or on a one-to-one basis. Specially designed instruction includes academic, behavior and social emotional learning. Some students come to the LRCI classroom for instruction, while others have paras assisting them in the general education classroom.

Special Education Learning Resource II (LRCII)
Students with moderate to severe disabilities
Assist the Special Education teacher with specially-designed instruction, which may include toileting, hygiene or feeding activities. Clerical preparation of instructional materials. Supervision of students in transition to and from the bus to classroom, lunch, recess and other school activities. Some students go to general education classrooms with the assistance of a para.

Early Childhood Education (ECE)
Students ages 3-5, with developmental delays in communication, cognition, social-emotional, adaptive and motor skills. This is a half day program.
Assist ECE teacher with specially-designed instruction which may include assistance with toileting, hygiene or feeding activities. Supervision of students in transition to and from the bus and recess.

Interested in Regular Employment with ISD?
We encourage you to consider our openings for paraprofessionals. We always have our jobs posted here:
https://www.issaquah.wednet.edu/CareerOpportunities

If you are interested, ensure you meet the educational minimums as set by Washington state law. All Paraprofessionals must meet certain education requirements (with the exception of Before & After School Paraprofessionals and Health Room Specialists), which are as follows:

1. Be at least 18 years of age and hold a high school diploma accredited in the US or equivalent (this is the only educational requirement for Before & After School Paraprofessionals and Health Room Specialists); and
2. (a) Pass the “Educational Testing Service Parapro Assessment” with a 461 or higher; OR
(b) Hold an Associate’s (AA) degree at an institution of higher education accredited in the US, US territory, or Canada.; OR
(c) Have earned at least 72 quarter credits or 48 semester credits, at 100 level or higher, at an institution of higher education accredited in the US, US territory, or Canada.

If you need to take the ParaPro, here is the list of locations and testing centers:
https://www.ets.org/parapro/register/centers/. Please ensure the testing center knows you would like to send your results to ISD – otherwise we will not be able to gain access to your score.
If you have a degree that is not accredited in the United States and wish to have your degree evaluated (document by document) in order to meet the educational requirements, you can contact an evaluative service. We highly recommend having your evaluation emailed rather than mailed. Either way, HR must receive your evaluation directly ("sealed") to be able to consider the information. Here are the evaluating agencies we are aware of.

The office of Superintendent of Public Instruction (OSPI) will accept translation and evaluation services from members of the National Association of Credential Evaluation Services, the Academic and Credential Records Evaluation and Verification Services, Association of International Credential Evaluators, INC., the United States Credential Evaluation Services, or Institution of Foreign Credential Services.

**PBSES AND BEHAVIOR MANAGEMENT TRAINING**

Please click on the link to find PBSES and Behavior Management training developed especially for paraprofessionals working in the Issaquah School District: [https://www.youtube.com/watch?v=tvticp9D5Oe](https://www.youtube.com/watch?v=tvticp9D5Oe)