

GENERAL INFORMATION

1. APPLICATION

Applications for classified positions are available on our website at www.portangelesschools.org or through the Human Resources office, Port Angeles School District No. 121, 216 East Fourth Street, Port Angeles, Washington 98362-3023. The telephone number is 360.457.8575.

The following steps are required to be considered for a position as a substitute with the district:

- a. Fill out an application. Include three letters of recommendation.
- b. Arrange for an interview to substitute when the Human Resources office receives your application.
- c. The Human Resources office will notify you if you are selected as a substitute secretary, para-educator, custodian or bus driver for the Port Angeles School District.

2. EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

An employee's Withholding Exemption Certificate (Form W-4) will need to be completed at the time of employment. Deductions are the standard Federal government income and Social Security taxes.

3. CHANGE OF ADDRESS/PHONE

As a substitute for classified staff, you must notify the Human Resources office of any change in your name, address or telephone number.

If you are no longer available for substituting, a letter should be submitted to that effect.

4. RATE OF PAY

- Office Professionals – 90% of Level 1
- Custodians - 90% of Base rate until 30 days have been completed; then base rate
- Bus Drivers – 100% of Base rate
- Paraeducators - \$11.50 per hour
- Misc. Classified Hourly Rates – 90% of Base
- Maintenance/Mechanic – 85% of Base

5. PAY PERIOD

The pay period will include days worked from the 11th of the preceding month through the 10th of the current month. You will receive your check by mail usually on the last working day of the month.

Any questions that may arise in connection with compensation should be directed to a Payroll Technician at the Central Services Building (565.3756).

6. ASSIGNMENTS

Staff members use Substitute Online to indicate their need for a substitute. In an emergency, staff members call the answering service to indicate their need for a substitute. All assignments are made through the Human Resources office. Substitutes obtain assignments through the Substitute Online system at www.substituteonline.com. Training is available through the Human Resources office. To fill emergency assignments, calls are made to substitutes as soon after 6:00 a.m. as possible. When called, the secretary will tell the substitute if the assignment is for one day or indefinite. If indefinite, the substitute should continue at the school until the Human Resources office notifies them otherwise.

When there is any doubt, please call the Substitute Answering Service at 360.457.1958 or the Human Resources office at 360.565-3722 after 7:00 a.m.

When called for an assignment, a substitute must give a definite answer as to whether or not they will take the assignment. Due to the number of calls made each morning, **please limit questions to those pertinent to the immediate assignment.**

Please inform the Human Resources office in advance of days you will not be available for assignments. This should be done by **maintaining your calendar through the Substitute Online system.** If you do not have access to the Internet, these calls should be placed on the Substitute Answering Service at 360.457.1958.

7. REPORTING IN

Substitutes should report directly to the school secretary or building principal.

Port Angeles principals and staff agree that each school shall develop and maintain in the school office a folder which will contain all schedules, current helper time schedules, playground rules, rules for fire drills and emergencies, current student list, building and staff procedures, and services that might be of use to guest classified staff. The building principal or authorized staff member will greet you, give you the necessary materials, and direct you to your assigned classroom location.

8. EVALUATION

The overriding purpose of all personnel in the Port Angeles School District is to provide quality education for all students. The guest classified staff is a key person in providing quality education and is an important participant in our cooperative system for gathering and sharing information.

Feedback is expected from:

- a. You, the guest classified staff
- b. The regular classified staff
- c. The principal or his/her designee
- d. The Human Resources office

The data gathered is used in the following ways:

- a. To help identify your professional growth needs as a guest classified staff
- b. To help provide an environment in which it is possible for you, the guest classified staff, to be successful
- c. For full-time job opportunities

A sample form is provided which may be used in gathering feedback. Guest classified staff evaluations are completed by the building principal at his/her option or if you have worked three (3) or more continuous days in the same assignment. These written evaluations will be kept in the Human Resources office.