

1. APPLICATION

Applications for guest teaching 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 360.565.3722.

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

- a. Fill out an application for teaching.
- b. Request your college placement office to send your credential file to our Human Resources office. Official transcripts are not required for application, but are highly desired.
- c. Arrange for an interview when the Human Resources office receives your application and credential files.
- d. The Human Resources office will notify you if you are selected as a guest teacher for the Port Angeles School District.

2. CERTIFICATION

Any valid Washington State Certificate will be acceptable for guest teaching in the Port Angeles School District. All current teaching certificates must be registered with the Human Resources office of the Port Angeles School District before you will be called to be a guest teacher.

The Human Resources office will be happy to assist you in obtaining a certificate, or direct information can be obtained by writing:

Olympic ESD No. 114
105 National Avenue North
Bremerton, Washington 98312
Phone: 360.478-6868
Contact Person: Heather Tonder

If a guest teacher is applying for a certificate, they are required to be fingerprinted by the sheriff's department. If you have a certificate with no criminal history or your criminal history verification is two (2) years old, fingerprinting will need to be done again after you have been accepted as a guest teacher (RCW 43.43.830 through 43.43.840).

3. EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

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

4. CHANGE OF ADDRESS/PHONE

As a guest teacher, you must notify the Human Resources office of any change in your name, address or telephone number. Please submit a letter to the Human Resources office if you are no longer available for guest teaching.

5. RATE OF PAY

Guest teachers are paid the current rate as determined by the district. Minimum pay is for one-half day. A half-day is determined prior to or after 11:15 a.m. at the elementary level, middle school level will be determined by the middle school prior to the upcoming 2010-2011 school year, and teaching three (3) periods at the senior high school level. The Skills Center rate of pay is determined by 3.75 hours for half day and over 3.75 hours is determined as a full day. All guest teachers are hired by the school district Human Resources office and paid by the school district.

6. PAY PERIOD

The pay period will include days worked from the 11th of the preceding month through the 10th of the current month. Guest teachers will receive their check on the last working day of the month. Direct deposit is available (and encouraged) or checks can be mailed.

Any questions that may arise in connection with compensation should be directed to the Payroll Technician at the Central Services Building (565.3753).

7. ASSIGNMENTS

Regular teachers use Substitute Online to indicate their need for a substitute. In an emergency, regular teachers call the answering service to indicate need for a guest teacher. All guest teacher assignments are made through the Human Resources office. Guest teachers 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 guest teachers as soon after 6:00 a.m. as possible. When called, the secretary will tell the guest teacher if the assignment is for one day or indefinite. If indefinite, the guest teacher should continue at the school until the Human Resources office notifies them otherwise.

When there is any doubt, please call the Guest Teacher Answering Service at 360.457.1958 or the Human Resources office at 565.3722 after 7:00 a.m.

When called for an assignment, guest teachers 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.** Again, ONLY the District Human Resources office makes assignments.

Guest teachers should be at the assigned building one-half hour before the school day begins and one-half hour after school ends. Please note the student hours for each individual school listed in this handbook and adhere to the one-half hour rule as closely as possible. 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 Guest Teacher Answering Service at 360.457.1958.

8. LONG-TERM ASSIGNMENTS

Beginning with the 11th day in a continuous assignment, your salary will be determined by your placement on the teacher salary schedule. If you are guest teaching on a long-term basis, transcripts from all colleges

you have attended should be sent to the Port Angeles School District Human Resources office. This will reduce delays in computing your salary for the assignment.

9. REPORTING IN

Guest teachers should report directly to the school secretary or building principal.

Port Angeles principals and staff agree that each regular teacher shall develop and maintain in the school office a Guest Teacher Folder which will contain all schedules, current schedules for any assistants, playground rules, fire drill and emergency rules, current student list(s), building and staff procedures, and services that might be of use to guest teachers. The folder should also contain directions for finding the daily lesson plans and current seating chart. The building principal or authorized staff member will greet the guest teacher, give her/him the necessary materials, and direct her/him to her/his assigned classroom location.

10. ENDING THE DAY

The guest teacher should leave the room clean and orderly. Students should be encouraged to pick up papers, close windows and return chairs to their proper positions.

A guest teacher should grade any assigned papers and, if desired, record grades on a separate sheet of paper, not in the grade book. Guest teachers should prepare for the next day's classes and/or list advanced assignments they have made.

The guest teacher should leave a brief written comment about the day's progress for the regular teacher. This may be in addition to or included on the District Guest Teacher Report Form. Samples of these forms are included on the district website (See *Substitute* page.). Copies are available in each school office.

Assignments the class covered, especially in reference to planned lesson plans, should be noted. Unusually severe discipline problems and measures taken should be mentioned.

11. CHECKING OUT

All guest teachers are to report to the school office prior to leaving at the end of the day unless teaching on a long-term basis. Double check to make sure if you will, or will not be needed in the morning.

The guest teacher should return the Guest Teacher's Folder and any building keys to the office with the completed District Guest Teacher Report Form. Failure to check out with the individual school office may result in your name not being on the payroll list.

12. EVALUATION

The overriding purpose of all personnel in the Port Angeles School District is to provide quality education for all students. The guest teacher 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 teacher
- b. The regular teacher
- 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 teacher
- b. to help provide an environment in which it is possible for you, the guest teacher, to be successful
- c. for counseling
- d. for full-time job opportunities

A sample form is enclosed which may be used in gathering feedback. Guest teacher 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.