

SALARY AND RELATED ITEMS

You will sign a sheet that documents how many hours you subbed on any given day. Be certain you sign the time sheet before leaving the building on a daily basis. If your hours were not documented through Substitute Online, be sure that you sign an “extra pay” time sheet. Forms are available from the building secretary.

You will be paid at Step I of the position classification in which you are substituting. Salaries for the 2019-20 school year are:

Administrative Asst.	\$16.67
Cook/Cashier	\$13.81
Instructional Asst.	\$14.53
Custodial	\$17.69
Bus Driver	\$18.19

Paystubs are mailed to your mailing address unless prior arrangements have been made with Payroll. **You will receive your paystub on the last working day of the month following the one in which work was performed. Your pay will be directly deposited into the bank of your choice.**

If you have questions regarding your paycheck, please contact our Payroll Department at (360) 757-3311, ext. 1036



RESPONSIBILITY OF SUBSTITUTES

- ◆ Take responsibility for familiarizing yourself with our district and the whereabouts of our schools.
- ◆ When reporting for an assignment, check in at the office with the building secretary.
- ◆ Read the daily bulletin, supervision schedules, and familiarize yourself in regards to building procedures.
- ◆ No substitute should ever release a student from class without specific authorization from the supervising teacher. Any parent or visitor should report to the office before visiting a classroom.
- ◆ **Be sure to see the secretary before leaving the building to sign the attendance log.**

DRESS GUIDELINES:

Following are recommended guidelines for different positions:

Secretarial—Casual business (slacks/blouse; skirt/dress)

Food Service—Khaki’s/short sleeved polo

Instructional Asst—Any of above

Custodial—Jeans/shirt/polo

Bus Drivers—Jeans/khaki’s/slacks/shirts/sweatshirts

RESPONSIBILITY OF THE DISTRICT

- ◆ Building principals and secretaries will greet the substitute, sign him/her in, orient the substitute to the building, and provide direction to the assignment.
- ◆ The school employee, whether a classroom teacher, head custodian, secretary, or other regular staff will provide necessary support and assistance for the substitute.
- ◆ The building staff will provide total support to the substitute in his/her assigned duties.

ASSIGNED IN ERROR

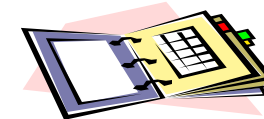
Yes, it happens! Occasionally a substitute is assigned in error. When this happens, the following shall apply:

- 1) The Substitute Caller will be asked if there is another assignment available.
- 2) You may stay at the building on a three (3) hour alternate assignment designated by the building principal and you will be paid for three (3) hours..
- 3) If you do not wish to stay for the three (3) hours you will not be paid.



SPECIAL TIPS/REMINDERS!

- * School district policy mandates that corporal punishment will not be inflicted on any student by any district employee. In this day and age, all kinds of problems can occur by touching students; please refrain from doing so. Contact the building principal immediately if a serious discipline problem occurs.
- * All school records and reports should be handled with the utmost care and confidentiality.
- * Use common sense when an accident or injury occurs. Do not leave the injured student. Send another student or school employee to the office for help. An accident form must be filled out. Forms are available from the secretary.
- * If you need help, **please ask**—keep your sense of humor!





Burlington-Edison High School

301 N. Burlington Blvd., (360) 757-4074

Jeff Baines, Principal

James Campbell, Asst. Principal

Jeff Demorest, Asst. Principal

Lisa Drye, ASB Bookkeeper

DiAnn Cardona, Admin Asst

Marie Owens, Attendance Admin Asst

Carole Kennedy, Athletics Admin Asst

Dina Padilla, Counseling Admin Asst

Tiffany Rainaud-Hinds Registrar

Allen Elementary School

17145 Cook Road, (360) 757-3352

Patti Fouts, Principal

Toni Hinkle/Evelyn Talavera/Victoria Villa, Admin. Assts.

Bay View Elementary School

15241 Josh Wilson Road, (360) 757-3322

Amy Reisner, Principal

Kathi Knutzen/Julie Small, Admin. Assts.

Edison Elementary School

5801 Main Avenue, (360) 757-3375

Amy Staudenraus Principal

Tammy Power/Catherine Charles, Admin. Assts.

Lucille Umbarger Elementary School

820 S. Skagit St., (360) 757-3366

Justin May, Principal

Kevin Johnson Asst. Principal

Tonia Goodwin/Desiree Deleon/Marijo Lehr, Admin. Assts.

West View Elementary School

515 W. Victoria Ave., (360) 757-3391

Tamara Skeen, Principal

Shelley Hielt/Lola Padilla, Admin. Assts.

**BURLINGTON-EDISON
SCHOOLS**



**CLASSIFIED
SUBSTITUTE
HANDBOOK**

927 E. Fairhaven Ave.
Burlington, WA 98233
(360) 757-3311
<http://www.be.wednet.edu>



WELCOME!

The Burlington-Edison School District welcomes you - classified substitute - as a member of an important part of its operations. As a substitute, you play an important part in the overall effectiveness of the education program. We appreciate and value your contribution to the students in the Burlington-Edison School District.

This guide for substitutes has been prepared to help acquaint you with your responsibilities as a substitute. You will find the staff at each work site ready to offer further assistance as you carry out your duties and responsibilities as a member of our staff.

It is important as you perform your duties as a substitute that you remember two guiding principles. First, a positive school environment is essential to learning, and second, from the time students are picked up in the morning until they are dropped off at night they should have grown and become better for the activities and experiences they have learned at school. We want your substitute experiences to be successful for both you and our students.

Laurel W Browning
Superintendent



**SUBSTITUTE CALLING
PROCEDURES**

Classified substitutes serve on a daily basis in many different positions in our school district. You have received a Username and Password for Substitute Online if you are subbing as an Inst. Asst., Library Tech, or Admin. Asst. If you have any concerns or questions, please contact Lisa Kelley at the District Office (757-3311, ext 1039).

Lori Turner, Admin Asst, Auxiliary Services, will call you if you are on the Custodial substitute list.
Karen Swatzina, Dispatcher/Trainer, Bus Garage, will call you if you are on the Bus Driver substitute list.
Head Cooks from each kitchen will call you if you are on the Food Services substitute list.

Contact Information:
Please notify Payroll of a change in address and/or phone number, 757-3311 x 1037

**Human Resources -
Lisa Kelley, 757-3311 x 1039**