



# SUBSTITUTE HANDBOOK

1306 Dupont Street  
Bellingham, WA 98225  
[www.bellinghamschools.org](http://www.bellinghamschools.org)

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Bellingham Public Schools is committed to bringing together people from different backgrounds and perspectives, providing employees with a safe and welcoming work environment free from unlawful discrimination and harassment. We strive to create a diverse and inclusive environment where everyone can thrive, feel a sense of belonging, and do impactful work together. As an equal opportunity employer, we prohibit any unlawful discrimination against a job applicant or employee on the basis of their race, creed, color, religion, sex, gender identity or expression, age, marital status, federal EEOC and are dedicated to going above and beyond in fostering diversity across our workplace. The following employees are designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Director of Student Services (360) 676-2787, Sect

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important document is our guiding light that reminds us of the important work we do, and the commitments that we all make to the students of this community.

If you have any questions about processes and procedures in our district, please contact our Substitute HR Specialist Gabrielle Roberts, at (360) 676-84 or Substitute.Services@bellingshamschools.org.

Thank you, and welcome to Bellingham Public Schools.

Matt Whitten

Matt Whitten  
Assistant Superintendent of Human Resources

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Substitute Desk, Gabrielle Roberts (360) 676-2784  
Absence Management/Aesop Telephone Access 800-942-3767  
Absence Management Internet Access [www.aesoponline.co](http://www.aesoponline.co) (a /Link3 (e) TJ -0.0

## ACCEPTING SUBSTITUTE ASSIGNMENTS

Available jobs notifications will either go out via the Frontline automated phone system or you can view available jobs by accessing your account online or via the Frontline Education App.

One of the challenges that schools face on a frequent basis is the scheduling of substitute teachers on short notice. There may be times when the building will need to change your teaching assignment in order to ensure that the students receive the support and supervision that they require. As a rule, the buildings will seek all available options in order to avoid making same day changes to your assignment. However, if this does occur, it is up to the building administrator's discretion to make the assignment change.

How will I get jobs?

1. The automated call system may call you at home during one of the scheduled evening call-out periods, (between 5:30 p.m. to 10:00 p.m.) or morning call-out periods, (starting at 5:45 a.m. until the job is filled).

How do I let the teachers know that I would like to return to their classroom?

jobs that include a Friday. It is your responsibility to modify your availability to allow employees to enter pre- arranged jobs that may fall on days you normally take off.

Failing to show for an assignment you have agreed to:

Sometimes substitutes forget to record an assignment they have accepted. This can sometimes lead to an empty classroom, unsupervised playground, or a shortage of support staff. It is essential that you keep an active and visible calendar of the jobs you have accepted. No -shows cause many problems for the schools and for the substitute office.

## ABSENCE MANAGEMENT ADJUSTMENTS

When working as substitute there may be times when the hours you worked will be adjusted after you work the assignment . These changes occur when the administrative assistant reconciles the payroll report. Reasons for these adjustments might include the following:

- x deducting the unpaid lunchtime for classified substitutes, usually ½ hour (.50)
- x reporting the employee's leave time correctly
- x correcting the employee's leave time

The important thing to remember is that you will get paid for the number of hours that you signed in/out for on the Absence Management sign -in/out sheet.

## SCHEDULING ERRORS

Occasionally a substitute will be assigned to a job in error. If you arrive at a school to find that there is no assignment for you, we will do our best to provide an alternate assignment at that school or elsewhere in the district. If you accept an alternate assignment, administrative assistants and paraeducators will be paid for



## CLASSIFIED SUBSTITUTE WORK HOURS AND BREAKS

Generally classified substitutes shall receive 15 -minute paid rest breaks and unpaid lunch periods of no less than 30 minutes as follows

|                     |   |
|---------------------|---|
| Less than 4.0 hours | No break                                  |
| 4.0 to 5.0 hours    | One 15-minute rest break                  |
| 5.25 to 5.75 hours  | One 15-minute rest break                  |
|                     | One unpaid lunch, no less than 30 minutes |
| 6.0 and up hours    | Two 15-minute rest breaks                 |
|                     | One unpaid lunch, no less than 30 minutes |

Certificated substitute teachers will follow designated lunch/break schedules as listed on lesson plans.

## PAYROLL INFORMATION

### Contact Information

Payroll Department [Payroll@bellingshamschools.org](mailto:Payroll@bellingshamschools.org)

### Payroll Deadlines

The pay period is the 1st of the month through the last day of the month for all substitute hours worked. These hours are paid at the end of the following month. Payroll must receive time summaries from substitutes no later than the 5<sup>th</sup> of each month. If the 5<sup>th</sup> of the month falls on a weekend, then the due date becomes the preceding workday.

Example



## SUBSTITUTE PAY RATES

The Bellingham School District normally pays substitute teachers for half day or full days only. On occasion, and with prior communication, the district may pay per hour. When you report for a job, you will be required to sign an Absence Management sign-in sheet at each building you work. This must be signed each day you work. Substitutes will be paid for work that is performed from the first of the month through the end of the same month, at the end of the following month. Example: you will be paid for time worked from September 1 through September 30 at the end of October. If you have questions regarding pay received, contact the Payroll Department at (360) 647-6857 or (360) 676-5009.

The following rates of pay reflect the 2022-23 wage schedule.

### CERTIFICATED SUBSTITUTES

|                            |       |
|----------------------------|-------|
| *Half-day (3.75 hours)     | \$ 88 |
| Full day (over 3.75 hours) | \$176 |

- x When working two half-days at different schools, please inform the administrative assistant that you will require a transition time.
- x For certificated and classified substitutes, if work is available and you are not available for the whole shift, you will be paid for actual hours worked instead of half or whole day.

### PARAEDUCATOR AND ADMINISTRATIVE ASSISTANT SUBSTITUTES

| 2023-2024 Salary Schedule |         |         |         |         |         |         |         |            |
|---------------------------|---------|---------|---------|---------|---------|---------|---------|------------|
| Step / Years              | A       | B       | C       | D       | E       | F       | G       | Specialist |
| 1 (0-2)                   | \$26.82 | \$25.55 | \$24.34 | \$23.17 | \$22.07 | \$21.02 | \$20.01 | \$29.32    |

\*BASE Specialists include Brailist, LPN/RN, Educational Interpreter/Tutor

BELLINGHAM PUBLIC SCHOOLS  
BASE Titles and Levels

Classification

| Level | Para-Educators  | Administrative Assistant                                 | Business/Accounting                                     | Educational Support             |
|-------|---|--|---|---------------------------------|
| A     | School Support Team   |  | Payroll Technician                                      |                                 |
|       | Sped - Job Coach<br>OT/PT Assistant   | Elem Principal Admin. Asst.<br>MS Principal Admin. Asst. | ASB Bookkeeper<br>Accounts Payable Technician           | Career and College Coordinator  |
|       | School Support  | HS Principal Admin. Asst.                                | Accounts Receivable Technician                          | Theatre Technician              |
| B     |   | Transportation Admin. Asst.<br>Dept. of DTL Admin. Asst. | Accounting/Food Service Techn.<br>Purchasing Technician | HS/MS Campus Monitor            |
|       |   | MS Registrar & Student Serv Admin<br>Asst.               |   |                                 |
| C     | Sped - AIMS (Access in the<br>Mainstream Setting)<br>GRADS Site Supervisor/Child Care<br>Lead |  |   |                                 |
|       | Student Success   | Sped Program Admin Asst.                                 |   | Print Sh (r)-143 -167 s6-1.6 wC |
| D     |   |  |   |                                 |
|       | Library Technician  | HS Asst. Principal Admin. Asst.                          |   |                                 |
|       | Multilingual Learner  | HS Counseling Admin. Asst.                               |   |                                 |
|       | Sped - Preschool  | MS Asst. Principal Admin. Asst.                          |   |                                 |
|       | GRADS Child Care Lead   | Options High School Admin. Asst.                         |   |                                 |
| E     | Multi-Program Paraeducator  | Community Trans. Admin. Asst.                            |   |                                 |
|       | Paraeducator E  | District Office Receptionist                             |   |                                 |
|       | Early Learning (Promise K)  | Traffic Safety Admin. Asst.                              |   |                                 |
| F     | Academic Support<br>Title I   | Elementary Office Assistant                              |   |                                 |
|       | Sped - Resource<br>Options Extended Learning  | Sped High School Admin. Asst.                            |   |                                 |
| G     | Student Superv./General Ed Duty   | Middle School Admin. Asst.                               |   |                                 |
|       | School Bus Attendant  | Middle School Athl. Admin. Asst.                         |   |                                 |
|       | Library Assistant   |  |   |                                 |
|       | Media Services-SHS<br>Adaptive PE   |  |   |                                 |

Specialists

Brailist  
LPN/RN  
Educational Interpreter/Tutor

# JOB TITLES AND DESCRIPTIONS

## PARAEDUCATORS

### Level G Paræducators

Student Supervision, School Bus Attendant, General Ed Duty, Library Assistant, Media Services, Adaptive PE/Helps



## TIPS FOR CERTIFICATED SUBSTITUTES CLASSROOM ORGANIZATION AND MANAGEMENT

- x Write your name on the board. Take time before beginning the day's activities to tell the class a little about yourself. Be brief.
- x Try to put a daily schedule on the board. It helps the students anticipate what you expect of them. It also helps you keep track of the regular classroom routine.
- x Let the class know that you will try to follow the normal classroom routine, but also let them know that everyone does things somewhat differently.
- x Any unusual requests from families or students are to be handled by the building principal.
- x Ask the students questions: Their names, classroom rules/procedures. The time spent getting oriented and becoming familiar with the class may make a difference later in the school day.
- x State clearly your expectations but expect the unexpected.
- x Keep a positive attitude. Be positive in your remarks to students. When you are circulating around the room (a proven and effective management technique) you are connecting with the students.
- x Be sensitive to diversity . Be mindful of different religious and ethnic backgrounds in the student population and be sensitive that certain holidays might include songs, stories or artwork that could prove uncomfortable to some students.
- x



## WEATHER EMERGENCIES

Depending on weather conditions, schools may close for the day or open two hours late. Most often, decisions are made in the early morning rather than the night before so that the most current weather conditions and forecasts can factor into the decision. When there are changes to school schedules due to snow/inclement weather, this information is communicated generally by 6:00 a.m. The district uses a variety of methods to keep you informed.

- ¾ SchoolMessenger. To activate/update, [www.bellinghamschools.org](http://www.bellinghamschools.org) : Staff  
Login : SchoolMessenger
- ¾ Go to [www.bellinghamschools.org](http://www.bellinghamschools.org)

ProDev







## COMMUNICATING

### Is it confidential?

Yes. We provide our services confidentially according to applicable laws and clinical guidelines. If you have specific questions about your confidentiality, please feel free to ask our staff at any time.

### What is the EAP?

The EAP is a confidential, free employee assistance program that provides free short-term counseling, crisis intervention and assessment for employees, their spouses, couples, and family members. It is available to all people to long-term employees.

### Who pays for the EAP?

The EAP is a free service provided to all employees. Employees do not pay for the EAP. The EAP is a benefit provided to all employees. Employees do not pay for the EAP. The EAP is a benefit provided to all employees. Employees do not pay for the EAP.

### Who is eligible to use the EAP?

The EAP is available to you as an employee and your family members. Dependents who are eligible for health insurance are also eligible for the EAP. For example, children and spouses are also eligible.

### What if I have an emergency after hours or on weekends?

We offer a 24-hour on-call support line for emergency services. Call us at 1-800-368-6868.

### What I can help with:

- Couples counseling
- Coworker conflicts
- Crisis support
- Parenting/family concerns
- Accidents
- Domestic violence
- Financial concerns
- Stress management
- Work-related issues
- Anxiety
- Other

### How do I set up an appointment?

Call us Monday-Friday, 8:00 a.m. to 5:00 p.m. at (800) 368-6868 or (800) 274-6868. We can help you set up an appointment. We can help you set up an appointment. We can help you set up an appointment. We can help you set up an appointment.

### Who would I be talking with at the EAP?

The EAP has a team of professionals with many years of experience and varying specialties, including social workers, psychologists, and counselors. They can help you with your concerns.

Our services are available on a confidential, voluntary basis. We do not share your information with your employer or anyone else. We do not share your information with your employer or anyone else. We do not share your information with your employer or anyone else.

360-744-6868

Health Bro

Offices in Connecticut, New York, and Pennsylvania

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2023 24  
SCHOOL YEAR



**HELPFUL  
COMPUTER  
INFORMATON  
AND LINKS**

# Introduction to Computer and Network Resources

## Log on

The initial logon needs to be done on a district computer.

At the splash screen press any key to open the logon dialog box.

User name

Password:

The username is usually your first initial and last name. (i.e. William Jones would be wjones) If you do not know your logon and password, contact a librarian, Tech TOSA or the building secretary for assistance.

Depending on your position, you may have several logons and passwords: Network: SkywardTc0Tw4.380T1.5



## Email

xYour email address is

If you need assistance call ~~HELP~~ at 4357 or email [HELP@BellinghamSchools.org](mailto:HELP@BellinghamSchools.org)

# Skyward Log In

1. Go to the Skyward Log in page. You can get to it from the main Bellingham Public Schools website.

2. &OLFN WKH ¶)RUJRW /RJLQ 3DVVZRUG· OLQN

3. (QWHU \RXU %HOOLQJKDP 3XEOLF 6FKRROV HPDLO DGGUHV

4. Follow the directions that come to your email to reset your password. If you have any trouble, please contact Taylor DeWitt at

# Logon Records

| Resource           | Description   | Contact Person                              | logon                  |
|--------------------|---|---|------------------------|
| Network (BSDNET)   | Computers, remote access, Internet<br>(First initial & first 7 letters of last name)  | HELP 4357                                   |                        |
| Email & Office 365 | Outlook, Office365, One Drive, web mail, MS Office download<br><a href="http://outlook.office365.com">http://outlook.office365.com</a> (First.Last@BellinghamSchools.org)                 | HELP 4357<br>Lauri McBeath 2030             | @BellinghamSchools.org |
| Intranet           | SharePoint<br><a href="http://Inside.BellinghamSchools.org">http://Inside.BellinghamSchools.org</a>   | HELP 4357                                   |                        |
| Skyward            | Student information System (SIS) gradebook<br><a href="http://eaplus.bellingham.wa-k12.net">http://eaplus.bellingham.wa-k12.net</a>   | Katie McGrew 2696                           |                        |
|                    | Employee access payroll<br>-k12.net   | Taylor DeWitt 5009                          |                        |
|                    | Fiscal, purchasing requisitions<br><a href="http://eaplus.bellingham.wa-k12.net">http://eaplus.bellingham.wa-k12.net</a>  | Megan Mesquita 5951<br>Stephanie Chase 6543 |                        |
| Absence Management | Leave reporting, substitutes<br><a href="https://aesoponline.com/login2.asp">https://aesoponline.com/login2.asp</a> (Formerly known as AESOP)   | Gabrielle Roberts 2784                      |                        |
| Asset Planner      | Service request for   |   |                        |
|                    |   |   |                        |
| HRM+               | Online employment applications<br><a href="http://bellingshamschoolsjobs.hrmplus.net">http://bellingshamschoolsjobs.hrmplus.net</a>   | Rue Whidbee 7766                            |                        |
| School Messenger   | For communication preferences (All staff/families)<br><a href="https://contactme.schoolmessenger.com/?u=bellinghamschool">https://contactme.schoolmessenger.com/?u=bellinghamschool</a>   | Lezlie Fox 6520                             |                        |
|                    | USER accounts For using the system for messaging<br><a href="https://asp.schoolmessenger.com/bellinghamschools/index.php">https://asp.schoolmessenger.com/bellinghamschools/index.php</a> | Margaret Gude 6511                          |                        |
| Agile Mind         | Math curriculum<br><a href="http://bellingham.agilemind.com">http://bellingham.agilemind.com</a>  | Rey Ramos                                   |                        |
| EDS                | WA-OSPI Education Data System, OSPI, iGrants, Teacher Center<br><a href="https://eds.ospi.k12.wa.us/Login.aspx">https://eds.ospi.k12.wa.us/Login.aspx</a>                                 | Kathryn Weilage 4441                        |                        |
| Destiny            | Library system<br><a href="http://library.bellinghamschools.org/">http://library.bellinghamschools.org/</a>   | HELP 4357                                   |                        |
| IEP Online         | Special Ed<br><a href="https://xeponline.wa">https://xeponline.wa</a>   |   |                        |

<https://bel>

Do not write down your passwords here. Keep your passwords secure and separate from your logon info.