



CK▶ Sub Hub

News for our substitute employees

Notes from the Substitute Office

Thank you for your flexibility and patience! Due to the needs of the district, we had to reassign some of you this fall. Your willingness to be reassigned ensures that our students have a teacher and their learning continues.

Many of you have been waiting to hear more about our full-time substitute position openings. In collaboration with our bargaining associations, we are working on a plan. Stay tuned for more information in January.

Featured Training Topic

Quality Service and Professionalism

"Quality Service" means that we intentionally provide exceptional customer service to students, families, staff, and our community consistently throughout our district at every opportunity through design, delivery, and recovery. Our four keys of quality service are: **safety**, **courtesy**, **presentation** and **efficiency**. All are observable, coachable and recognizable. Learn more during our Quality Service training on January 23; find the details under "Upcoming Trainings" below.

According to Virginia Polytechnic Institute, "Professionalism is the conduct, behavior and attitude of someone in a work or business environment...and leads to workplace success, a strong professional reputation and a high level of work ethic and excellence." See these [12 ways to develop and practice professionalism](#).

Our district expects all staff to be professional. We hold these expectations for our substitutes:

- Report to work on time.
- Dress professionally and appropriately for your job. (Be a good role model for students.)
- Work your scheduled hours; do not leave early. (Guest teachers are expected to work the full 7.5 hours even on early release days.)
- Follow the sub plans and leave notes for the teacher as appropriate.
- Practice professional communication: always speak clearly and respectfully.
- *Listen to understand* your students, principals, fellow colleagues, and parents' differences.



Online Resources

Check out the new [Substitute Hub](#) webpage for links to online training and resources in the following areas:

- ▶ Behavior Management
- ▶ Cultural Competency
- ▶ Practical Tips
- ▶ Safety
- ▶ Self-Care
- ▶ Social Emotional Learning
- ▶ Technology



Upcoming Trainings

In-person, optional, training opportunities:

Frontline (January)

- Open labs for Frontline Absence Management
- Watch for a "Welcome to Frontline" email and open lab training sign-up.

Quality Service

January 23, 2:30-4:30 p.m.

TLC Pine

- Quality Service training
- [Sign up here](#)



Announcements

Remember to update your availability on your Substitute Online calendar.

Remember to follow all lesson plans.

Questions? We're here to help! Please contact Jenica Schieb, substitute facilitator, at 360-662-1690.

Principal's Corner

A note from Lisa Pitcher, our emergency guest teacher trainer

After visiting a class at Olympic High School recently, I asked students to share their thoughts around how a guest teacher could be most successful. Here's what they had to say:

- Don't be nervous; stay calm.
- Slow down your speaking for English Language Learners (ELL).
- Let students help you understand what to do.
- Avoid a negative attitude. Be positive, but don't try to be our friend.
- Please follow all lesson plans.

Ok, that last one was mine—but it's all good advice! Thank you for your work on behalf of our students and staff. We're glad you're here!