



SUBSTITUTE GAZETTE

Federal Way Public
Schools



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FWPS Application Process Zooms into 21st Century

The FWPS application process has changed. The new on-line application system has several capabilities that are more user friendly and will increase our efficiency in Human Resources. As of April 1, the District no longer accepts paper applications. All substitute employees will be required to go online and complete the new application process. In order to complete this process please go to our website at www.fwps.org/dept/hr and proceed with the easy-to-follow instructions. There is no need to re-submit college transcripts or copies of current certificates. Placement files from universities will soon be optional. We are excited about the positive changes that have been made in the application process.



Are you thinking about permanent employment with Federal Way? If so, you will need to submit an on-line application, update your resume and add any new professional references to your file.

Special points of interest:

- *Food Services* is seeking your immediate substitute service—Contact their office at 253-945-5555 regarding your interest.
- *Transportation* is looking for bus drivers. If you are interested – Contact the Transportation Office to inquire, 253-945-5960.



Spring Substitute Celebration

Date: Thursday, May 11, 2006

Time: 4:00 to 5:30 p.m.

Place: ESC, Board Room

Join us for our substitute celebration on Thursday, May 11, 2006. This is an opportunity to meet your substitute colleagues, enjoy food, fun and conversation with your peers. Door prizes will be awarded... Be sure to RSVP to CJ by phone at 253-945-2027 or email cjcarter@fwps.org by Friday, May 5, 2006. We look forward to celebrating your successes.

Being A Prepared and Professional Guest Teacher



Do your best to follow the lesson plans ...

Prior to Entering the Classroom

- If possible, arrive at least 10 minutes prior to your start time.
- Report to the office to let them know you have arrived, sign in and pick up your badge and keys.
- Ask for the telephone number of someone you can contact in the office if an urgent issue arises during the day.

In the Classroom Before School

- Put your name on the board, then familiarize yourself with the room.
- Read through lesson plans left by the permanent teacher and identify books, handouts, and papers.
- Place the day's lesson on the board for the students.

Throughout the Day

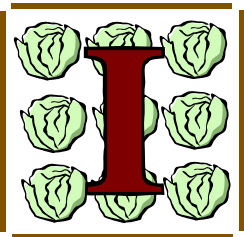
- Do your best to follow the lesson plans and carry out the assigned duties left by the permanent teacher.
- You may enter a classroom where you are unable to locate the lesson plans or necessary materials. In such a case, act quickly, calmly, and confidently. By utilizing materials and ideas in your Sub pack, you can still have a productive day.

Before the Students Leave

- If the teacher has classroom sets (calculators, scissors, books, etc.), be sure to have them all returned before the students leave the room.
- Challenge students to recall, and list on the board, projects and topics they have studied that day.

The “I understand” Technique

There are two words that can stop most protests from any student and let you take control of the situation. These words are “I understand.”



“I understand!”

- If a student says, “But that’s not fair!” you can say, “I understand, however, that’s the way it is.”
- If a student says, “I hate you!” you can say, “I understand, however, I am the teacher today and you are expected to follow my directions.”
- If a student says, “This assignment is stupid,” you can say, “I understand, nevertheless you will need to have it completed for class tomorrow.”
- I understand: Two simple words that no one can argue with

-- Adapted from tips courtesy of the Substitute Teaching Institute at Utah State University.

Classes Available for All Substitute Classifications



Federal Way Public Schools offers a variety of classes to assist you in all areas of substituting:

- First Aid
- Classroom Room Management (for both paraeducators and guest teachers)
- Proper Restraining Techniques

Questions about Classes?

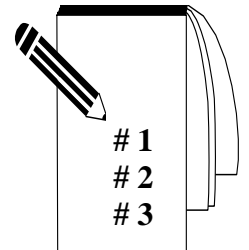
Call Debbie Andrus at 253-945-2130 or email dandrus@fwps.org.

Are you a clerical substitute? There are classes for you, too. To register, email helpdesk@fwps.org to take Student PLUS (student records) or call 253-945-2111.

Remember to check out the web at www.peopleware.com/2686 and sign up for the training classes. All classes are very popular and fill quickly!

Jot down your top 3 schools. What school would you say is your favorite school to substitute at and tell me why. What about this school makes it a "favorite" of yours?? Let me know either in a hand written note or by mail or through email (cjcarter@fwps.org). The last day to accept these votes will be on May 5, 2006.

At our SPRING SUBSTITUTE CELEBRATION we will be announcing, by popular vote, the most favorite school to be a substitute in.



DID YOU KNOW?

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- Guest teacher be sure to check your certificate (of any type) to make sure that it will not be expiring soon. If the sub desk finds that your certificate has expired, you will be removed from any future assignments which are in the system beyond the certificate's expiration date.
- All substitutes are expected to work a full day/assigned hours and not to request to leave early or when the students leave.
- Any substitute looking for permanent employment—be sure to update your resume and add any new letters of reference to your file. The summer is always a good time to remember to do this.
- It is highly recommended for all paraeducators to take the ETS test and become highly qualified.
- Paraeducators—if you have substituted for 60 jobs in the last twelve (12) months and have your yellow carbon sheets to verify—you can get your fingerprint fee reimbursed. Bring you yellow carbon sheets, numbered 1 – 60, to CJ in Human Resources. This can be done only one (1) time, that is why your yellow carbons are required.



FEDERAL WAY PUBLIC
SCHOOLS

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Immediate Substitute Openings

Food Services and Transportation need your assistance - Apply today to substitute in our Food Services Department or be a substitute bus driver. This is a great opportunity to earn some extra money while your children are at school. Share this opportunity with your friends and neighbors. For more information call Food Services at 253-945-5555 or Transportation at 253-945-5960.



DISTRICT UPDATES

Keep informed of what is happening in the Federal Way School District. Take some time to see what is offered on our school district website at www.fwps.org. You will find school year calendars, curriculum ideas, test scores, and position announcements for part and full time employment.