

THANK YOU FOR BEING OUR GUEST!

*Guest Staff Newsletter
August 2022*

WELCOME TO THE 2022-2023 SCHOOL YEAR!

Thank you for being a valued member of our Guest Staff Team. Our students and staff benefit tremendously from your support. It was wonderful to see so many of you at our recent training sessions! If we can be of assistance in any way, please reach out to our office at (316)973-4593.

Stacie Denison, Manager - sdenison@usd259.et
Penny McNeill, Recruiter - pmcneill@usd259.net
Elizabeth Shively, Assistant - eshively@usd259.net

UPCOMING EVENTS

First Day of School - Monday, August 15, 2022

Guest Staff Hiring Fair! Tuesday, August 23, 2022. 3pm-8pm

Library Guest (Substitute) Teacher Training
August 25, 2023 9:00 - 11:30 a.m. FULL1

Attendees must sign up ahead of time.

Potential library subs must be proficient using technology including navigating websites and using a projector and document camera for instruction.

No School - Labor Day Holiday - Monday, September 5, 2022

Guest Staff Virtual In-Service - Tuesday, September 6, 2022
More information to come - Sign up in Frontline

On-Call and Long-Term Assignments

We're currently hiring for On-Call Teachers for Elementary. Long-Term rate of pay for all days worked!

Long-term guest teacher, para, and custodian positions are available!

Contact Stacie for more information! sdenison@usd259.net

IF YOU SUSPECT, YOU MUST REPORT

- Contact school security at 3-2260 or Social Work Services @ 3-4470 if you need assistance or have questions.
- Do not call the parent.
- Our responsibility is to report. It is not our responsibility to investigate.
- If it is an emergency and DCF is unable to respond promptly, you should call 911.
- Never take pictures of the student. Police and/or DCF will take any pictures deemed necessary.
- When you report, it is helpful for you to have the pupil information in front of you.
- Be prepared for KPRC to ask numerous questions. This helps them assess the safety of the situation.
- Telling a co-worker, administrator, or other school staff does not substitute for making a mandated report to KPRC.

FRIENDLY REMINDERS

**REMEMBER TO CALL THE BUILDING AND OUR OFFICE
(316) 973-4593 IF YOU ARE UNABLE TO MAKE YOUR
ASSIGNMENT**

**CHECK DISTRICT E-MAIL AT LEAST ONCE EACH WEEK
CHECK YOUR ASSIGNMENT EACH MORNING BEFORE
REPORTING**

MAKE SURE YOUR LICENSE IS CURRENT (IF APPLICABLE)

**CHECK PEOPLESOFT TO MAKE SURE YOU CONTACT
INFORMATION IS CORRECT AND UPDATE DIRECT
DEPOSIT, W-4, ETC.**

Classroom Tips & Tricks

Ways to Build Rapport (aka Icebreakers)

Icebreakers are a way to get to know students and allow students to get to know you; they set a positive, fun tone for your time together. Many of these icebreakers can be revisited later in the day, if you want to regroup the class or fill an extra few minutes between activities. Make sure your icebreaker is easy to explain, quick to play (especially at the middle/high school level), and doesn't require students to take big social risks.

*If I Were an Animal - *Can be used while taking attendance
"My name is _____, and if I were an animal I'd be a _____
because...."; or "My name is Ms. Amanda and if I were an animal,
I'd be a cat, because I love sitting by the window watching people
walk by."*

*Would You Rather? - In this game you present students with a
"would you rather" question and they sort themselves into two
groups. "Would you rather eat only pizza for the rest of your life
(point to one side of the room) or chocolate (point to the other)?"
The game can be extended by asking students to quickly pair up and
share why they decided on that answer.*

Prompt examples:

- Would you rather go to the park or the library?
- Would you rather live in the country or the city?
- Would you rather live where it is always hot or always cold?
- Would you rather draw with crayons or markers?

Guest Staff of the Month

Philip Heasley is an on-call team member and always pleasantly goes where we ask. Thank you Philip!

Katie Jackson onboarded August 10th as a para and jumped right in to a long-term support position at Gardiner. Thank you Katie!

Please reach out to Penny McNeill if you know of an outstanding Guest Staff Member and tell why they are so great!

You are our



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