

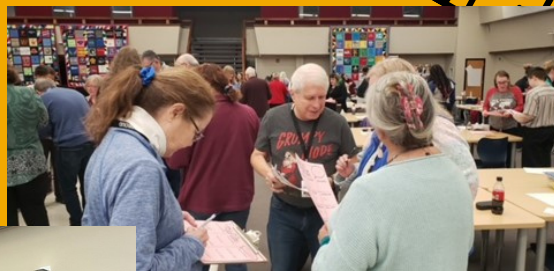
THANK YOU FOR BEING OUR GUEST!

Happy New Year

Guest Staff Newsletter
January 2023

THANK YOU!

Thank you to those of you that attended our Guest Teacher Inservice January 3rd!



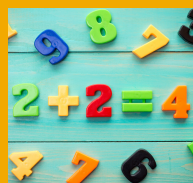
(Left, Above and Below) Guest Teachers collaborate in their training January 3

Guest (Substitute) Tips of the Month:

Take a few minutes to write a detailed note or email at the end of the day to the teacher you covered for. Use this opportunity to let the regular teacher know how the day went in their absence. Make a note of:

- Absent students
- Any change to the lesson plans
- Students who took part in activities
- How well students behaved
- Anything else the teacher should know when they return

Create a detailed and informative note that's professional and focus on the positives. Guest teachers who leave helpful notes for regular teachers may receive more requests to cover again in the future.



Guest Staff Diversity Training - Part 2

Friday, February 17th is a District Inservice day. Keith Reynolds has graciously agreed to continue our Diversity Training that day! Please contact Bridgette Warren at bwarren@usd259.net to register.

What: Equity and Diversity Training for Guest Staff
When: Friday, February 17 from 8:00am – 9:15am
Where: AMAC, 903 S Edgemoor

Workshop stipends are available for those in attendance.

FRIENDLY REMINDERS

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

ALWAYS BE EARLY FOR 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 YOUR CONTACT INFORMATION IS CORRECT AND UPDATE DIRECT DEPOSIT, W-4, ETC.

On-Call and Long-Term Assignments

We are hiring for On-Call Teachers for Elementary Schools. Long-Term rate of pay for all days worked!
Long-term guest teacher, para, and custodian positions are also available!
Contact Stacie for more information! sdenison@usd259.net.

IMPORTANT DATES

January 16 - Martin Luther King, Jr. Day Observed

February 7* - Library Training - Register with Andrea Brainard at abrainard@usd259.net

February 17 - District Inservice Day - Guest Staff Diversity Training Part 2

February 20 - Presidents Day Holiday

*To register for Library Training, you should be proficient using technology, including navigating websites and using a projector and document camera for instruction.

Please contact us if we can be of assistance to you. We are here to help!

Stacie Denison, Manager - sdenison@usd259.net - Long-term assignments. Personnel issues. Daily assignments. General questions. Training.

Bridgette Warren, Administrative Assistant - bwarren@usd259.net - Daily assignments. Classified payroll and new hire processing for paras, clerical, and custodians.

Elizabeth Shively, Administrative Assistant - eshively@usd259.net - Daily assignments. Certified payroll and new hire processing for teachers and nurses. General questions.

Penny McNeill, Recruiter - pmcneill@usd259.net - New Hire Applications and Recruiting information. Website updates. Newsletter requests. Licensure information.

We are open business days from 5:00am - 4:00pm (316)973-4593

Appointments are available for in-person needs. Call or email to schedule.



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