

# THANK YOU FOR BEING OUR GUEST!

Guest Staff Newsletter  
November 2022

## THANK YOU!

We can't thank you enough for all that you do to help the students and staff of Wichita Public Schools! Remember that we are here for you! If we can be of assistance in any way, please reach out to our office at (316) 973-4593.

## IMPORTANT DATES

November 8, 15, 16, 29, 30 - New Teacher Training - High Need Days  
November 11, 2022 - Veteran's Day Holiday - All District Offices Closed  
November 18 - National Substitute Educators Day!!  
November 23, 2022 - Conference Release Day - No School  
November 24 and 25, 2022 - Fall Recess - All District Offices Closed  
December 8 - Guest Staff and Benefited Para Interview Fair  
December 16 - Guest Staff Diversity Training  
December 16-January 3 - Student Winter Recess - No School  
December 22 - January 2 - District Offices Closed  
January 3 - District Inservice Day  
January 4 - Students Return

## Guest Staff Diversity Training

Don't forget to let Bridgette (bwarren@usd259.net) know if you'd like to sign up for the Guest Staff Diversity Training December 16th.

What: Equity and Diversity Training for Guest Staff  
When: Friday, December 16 from 9:00am - 11:00am  
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 YOU 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.

## Guest Educators Appreciation

National Substitute Educator Appreciation Day is Friday, November 18. Guest (Substitute) Staff play an important role in our public schools. These professional educators provide a critical link in the education of public school children by serving as a bridge to provide continued quality education to children in the temporary absence of regular classroom educators.

Watch your e-mail this month for special recognition of some of our Guest Staff educators.

We are #WSPSProud to have you on our team!



## Meet your Guest Staff Services Team!

(From Left to Right)

Penny McNeill, Recruiter pmcneill@usd259.net

Bridgette Warren, Classified Assistant bwarren@usd259.net

Stacie Denison, Manager sdenison@usd259.net

Elizabeth Shively, Certified Assistant eshively@usd259.net

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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PUBLIC SCHOOLS.

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You are our

