

Thank you for being our guest!

GUEST STAFF SERVICES *JANUARY 2024*



A note from the desk of Stacie Denison

Happy New Year! It's hard to believe that we're already in the second semester for this school year! I hope that everyone was able to enjoy a peaceful holiday break and do something that brought you joy.

Stay warm and safe this winter! If school is cancelled, you will receive notice through District email, phone, and on our website and news outlets. Our office will typically be open if you have questions on these days.

Our office is here to support you! Do not hesitate to reach out if we can ever be of assistance or help find resources. We also have appointments available if you would like to meet in person. Just call our office to schedule.

Thank you to all of our All Star Guest Staff. You are critical to the success of our students, whether on a long-term or daily assignment.

Stacie



Your Guest Staff Services Team!

L-R: Penny McNeill, Recruiter; Bridgette Warren, Assistant; Stacie Denison, Manager, Elizabeth Shively, Assistant

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Dates to Remember

January 15 - Martin Luther King, Jr. Day Observed

February 5 - WSTA Meeting

February 5-8 - High Need for Guest Teachers

February 9 - Conferences - No School

February 13-14 - High Need for Guest Teachers - Elementary

February 16 - Non Teaching Duty Day (No School)

February 19 - Presidents Day Observed

February 20-21 - High Need for Guest Teachers - Secondary

February 22 - Library Training

March 4 - WSTA Meeting

March 11-15 - Spring Recess

March 21 - Library Training

March 25-28 - High Need for Guest Teachers

April 1 - WSTA Meeting

April 12 - Conference Release Date - No School

April 15 - District Inservice - No School

May 6 - WSTA Meeting

May 23 - Last Day of School

May 24 - Non Teaching Duty Day - No School

May 27 - Memorial Day Holiday

****All dates subject to change**

Need to contact our office? Call 973-4593
or email us at GuestStaffOffice@usd259.net

SUBSTITUTE EXPERIENCE TEACHER FEEDBACK ABOUT PERFORMANCE

You may be evaluated on your performance by the employee you are covering for. The questions included in the feedback survey are provided below, as a way to guide your efforts in their absence.

Was all classroom work collected?

Was the room left as neat and clean as it was found?

Was classroom work explained satisfactorily?

Did students report that they were treated fairly and consistently?

Were any disciplinary issues reported?

Star Rating Key

5 Stars - Exemplary

4 Stars - Above Average

3 Stars - Satisfactory

2 Stars - Unsatisfactory

1 Star - Poor

NEW PROGRAM - ROVING PARAEDUCATOR

The role of a paraeducator is to assist the teacher in the education of students including instructional assistance, organization, record keeping, management of student behavior, classroom safety, and communication with students, support staff and parents. Students may have cognitive disabilities, communication disabilities and social, behavioral and/or emotional disabilities. Students served are in need of academic and/or adaptive behavior skills instruction.

The Roving Para is utilized throughout the district to support students and fill in gaps where needed in a variety of classroom settings. This is a permanent, benefitted position and can lead to other full-time opportunities. Let us know if you may be interested or know of someone that may be a great fit for this program. *This position qualifies for a \$150 Employee Referral Bonus once all requirements are met! Email Stacie at sdenison@usd259.net for more information.



We appreciate you!

Thank you for the support you provide to our students and staff each and every day. You are vital to their success!



HOUSEKEEPING ITEMS AND ITEMS FOR REFERENCE

ALL GUEST STAFF

When coming to AMAC for any purpose, you must use your badge and enter through the south entrance between Curtis and AMAC.

Guest Teachers and Paras

If you are interested in a long term assignment, please click [here](#) to let us know. We'll work to find a great fit for you!

You asked - We listened! A suggestion was made that we provide school maps with the Main Entrance marked. Please click on [00-Floor Plans PDF's](#) to see school maps with the Main Entrances clearly marked. You must be logged in with your District account to view these maps.

For helpful videos in the following subjects, please click on the subject below.

[STOIC Classroom Management](#)

[Verbal De-Escalation](#)

[Guest Teacher Learning Hub](#)

BOE POLICY POLICY P1464 - STUDENT BEHAVIOR - REGULATIONS

This policy was changed by the Board of Education in August 2023. Students are not to have cell phones or personal devices out during instructional time.

Per guest staff guidelines, Guest Staff should not have their personal devices out. Students are busy? Walk around the room while they are doing their work. This will help keep you AND them engaged!



If you have moved or changed your phone number, please change your contact information in PeopleSoft by clicking [here](#). You must be signed in to do this.



**EVERY PLAYER ON YOUR CLASSROOM
TEAM IS IMPORTANT AND SHOULD
FEEL THAT WAY!**