



2026-2027

SUBSTITUTE

SUPPLEMENTAL

INFORMATION

Table of Contents

Welcome to the Auburn School District	2
Substitute Assignment	4
Payroll Information	9
Online Paycheck Information	10
Unemployment Compensation	11
Substitute Teachers' Service Credits	11
Medical Benefits	11
Teaching Certificates	12
Responsibilities and Expectations	12
Suggestions for Classroom Management	14
Positive Behavior Intervention and Support (PBIS)	15
Student with Health Issues	16
School Directory and Contacts	18
District Location Map	20
School Hours and Substitutes Arrival and Departure Times	21
Other Helpful Resources	21

Welcome to the Auburn School District

Dear Substitute Teacher:

It is a pleasure to welcome you as a Substitute for our District! The enthusiasm and dedication you bring to your job as a substitute will determine the quality of the educational service you provide to our students.

This supplemental guide is designed to provide a [general orientation](#) to our school.

Being a substitute is a wonderful opportunity to work with children and help them grow. As a substitute, you are a valuable member of the educational community. As an educational professional, there are many responsibilities that are often not known until a difficult situation arises. It is the intention of this handbook to provide you with some basics of working in the school setting. While there is a lot of information contained in this handbook, there are areas that may not be covered.

This handbook provides general information on the procedures, regulations, assignments, and responsibilities that substitutes need to understand and follow in order to have a successful experience in their assignment. While the handbook serves as a source of information, the goal is to promote consistency among our schools, maintain continuity in the education process and establish clear communication.

As a substitute, you have a key role in the daily education of our students. The school appreciates the energy and enthusiasm you display to ensure the smooth continuation of instruction in the absence of the regular teacher.

The assignment and placement of substitutes are done through the school's automated substitute placement system called **Red Rover**. Substitutes are registered with the system and become eligible to receive assignments via the telephone or the internet.

It is our hope that your experience as a substitute for the Auburn School District will be successful and rewarding.

Sincerely,

Raquel Quirino
Substitute Services Specialist
rquirino@auburn.wednet.edu
253-931-4919 (Office)

Substitute Assignment

At-Will Relationship

Substitute employment is an at-will relationship between the Auburn School District and the substitute employee. Due to the at-will nature of this relationship, it may be terminated at any time by either party. Accepting substitute work is by no means an offer of permanent and/or on-going employment. Additionally, nothing in employee manuals, personnel policies, employment documentation, substitute supplemental information, or oral communication shall be deemed to create an employment contract or to modify this at-will relationship.

Picking Up Jobs

Substitute Assignments are made through Red Rover, a web-based software program. Available jobs can be retrieved via the internet. If an assignment is not picked up prior to 6:00 am on the day of the assignment, the automated system will begin to call available substitutes who have identified the site and subject/grade as preferred. These calls start at 5:00 am and will continue to call available substitutes until the position is half completed (meaning the system stops calling after half of the day has passed). If a substitute wants to avoid getting calls through the automated system, he/she should access Red Rover to accept assignments in advance or activate their "Do Not Disturb" status.

Absent/Canceling - Substitutes who have accepted a substitute job in Red Rover and need to cancel a same day or multiple-day job in the system must call the Office Manager **immediately**. The district prefers that substitute teachers avoid **job shopping**. In other words, don't drop one job to accept another or accept jobs that are not at a preferred school, just to fill their work calendar and later cancel to accept jobs at a preferred school(s).

Change of Job Assignment - Principals may change the job assignment of substitutes to fit the educational needs within their building.

Work Expectation to Maintain your Substitute Status and Benefits

To remain active in the Auburn School District, substitutes must work 4 times a month. This is on average one time a week. Although the District has an assignment work minimum, we do understand that special circumstances exist that may prevent a substitute from meeting the district minimum. Therefore, the Auburn School District Substitute Office requires that **if you plan to be unavailable to work due to a vacation, sick leave (or extended medical leave periods), working another job, etc. please enter non-workdays into Red Rover**. By entering non-workdays in the Red Rover, this will allow the Substitute Office to review that data at the end of the school year to consider active substitute status for the following school year.

Long-Term Assignments for Certificated Substitute Teachers

An assignment becomes a long-term assignment and qualifies for per diem pay once 20 consecutive instructional days are reached in one position, without missing a day. The substitute teacher's pay will increase to the professional hourly rate of pay for a comparable contracted teacher. To ensure proper placement on the state teacher's salary schedule, substitute teachers are encouraged to provide the district with official transcripts, credits/clock hours, and verification of experience (VOE) documentation from previous school districts. Placement on the salary schedule is determined using official transcripts, credits/clock hours documentation, and VOE on file with the district for accurate placement on the salary schedule, the Substitute Services Specialist in Human Resources must have official transcripts for education and verification of experience for all previous teaching employment. *Our standard practice for hiring substitutes for long-term positions follows this order of preference: full certification in the content area, full certification, substitute certification, and emergency certification.*

Day of the Assignment Instructions

- Arrive on time as indicated by the schedule given. Substitutes are expected to work the full shift of their assignment unless given different directions by the principal or head secretary. Please arrive on time and do not leave early.
- Check in at the office. The secretary will provide instructions and a key to the classroom and staff restroom.
- If the school secretary does not apprise you of an unusual school schedule change such as fire drills, altered class schedules, or activity days, be sure to ask if they are planned.
- When you get to the classroom, log onto the computer network and email system with your login information. **In many emergency situations, email is the primary mode of communication used in the building.**
- ALWAYS follow the teacher's instructions as closely as possible. They have put time and effort into preparing these plans to make your day go smoothly. If no sub plans can be found, notify the head secretary in the office immediately. Substitutes are not expected to plan daily lessons, except in the case of a long-term assignment.
- Help students feel successful by providing encouragement. Be respectful of individual student limitations, and cultural or religious beliefs.
- Always leave a written account of the day for the teacher; include what material was covered and what was not completed. Always include discipline problems that you encountered.
- Leave the classroom in good order.
- Always check out with the head secretary in the office and sign for your time, return the substitute badge, room key and substitute folder if applicable.
- You have already received district emergency procedures, but each building will also have more specific emergency procedures. Please ask the secretary about specific school emergency procedures. Know the locations of fire extinguishers, emergency backpacks and exits.
- Immediately report employee or student accidents or injuries to the head secretary.

Lesson Plans and Instructions for Substitute Teachers

Check the teacher's plan book. If the plans are not clear, talk to the principal or the Office Manager. Follow any duties listed for the day including lunch or cafeteria duty, indoor and outdoor supervision, or bus duty. Follow the lesson plans left by the regular teacher. If sub plans are not available, the substitute should check with the department chair teacher or principal. A summary of the day's activities should be left for the regular teacher. In your day's summary, report only the necessary and don't neglect the positive aspects of the day. Remember that each teacher has different approaches, so please do not criticize **his/her regular procedures. Follow each school's policy or teacher's instructions on grading the assigned work.**

Supervision of Students

Substitute teachers and classified substitutes are responsible for adequately supervising students and maintaining a safe learning environment. Do not release a student from class without specific authorization from the school office. If you have problems with student(s) leave notes for the teacher with details on the issue and any resolutions. As a substitute teacher you will not have the securities to access student records and the teacher will not have left passwords for you, this is normal and necessary due to confidentiality laws. Do not leave a teaching assignment early or arrive late, as this could leave students without supervision.

Cell Phones:

Cell phones must be off or silenced and **WILL NOT** be used while in the classroom, in office areas, on the playground, or while involved in the supervision or instruction of students. Emergencies happen, please check with school staff before using your cell phone at school. Personal long distance phone calls are not to be made using district phones.

Verbal Communications:

- Be sure to talk to all students in the same manner.
- Avoid comments that might be interpreted by others as being sexist or sexual in nature.
- Avoid using sarcasm. It can be easily misinterpreted.
- Avoid "good-natured" joking that could be taken the wrong way.
- Compliment students on school-related performance rather than on physical characteristics (such as outfits or hairstyles).

Reasonable Assurance:

As established by the district calendar, there will be customary breaks that include:

Thanksgiving Break November 26-27, 2026

Mid-Winter Break February 15-19, 2027

Winter Break December 21, 2026-January 01, 2027

Spring Break April 05-09, 2027

Summer Break June 25-August 31, 2027

Unless you indicate otherwise, you will remain as a substitute for the district following each of these periods. You have reasonable assurance of returning with the Auburn School District as a substitute after each break during the school year. This notice is not intended to create a contract of employment, or to alter any existing contract of employment.

Payroll Information

The following rates are in effect for substitutes for the 2026-2027 school year:

Certificated/Emergency Teachers

Certificated Teacher	\$200/day or \$100/half day
In a continuous assignment 20+ days	Teachers salary schedule

Retired Auburn School District Teachers

Retired Teacher	\$212/day or \$106/half day
In a continuous assignment 20+ days	Teachers salary schedule

Planning Compensation

Substitute teachers will be compensated an extra \$25 dollars for giving up their Planning time to honor a building request to cover another classroom when needed. The Office Manager at that school will prepare a timesheet for you should this happen.

Overloads

Office managers process pay for substitute teachers when they experience overloads if the substitute teacher is in an official long-term assignment. This is 20 consecutive days in the same assignment.

Classified

Clerical substitute	\$25.57/hour
Paraeducator	\$23.70/hour
Paraeducator - special education	\$25.28/hour

Bonus Compensation - Leave replacement hours are not counted towards the sub hours.

100 Full Days (700 hours)	\$500
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Pay Dates

PAY PERIOD

September 1-30
October 1-31
November 1-30
December 1-31
January 1-31
February 1-29
March 1-31
April 1-29
May 1-31
June 1-30

PAY DATES

10/30/26, Friday
11/30/26, Monday
12/31/26, Thursday
01/29/27, Friday
02/26/27, Friday
03/31/27, Wednesday
04/30/27, Friday
05/31/27, Monday
06/30/27, Wednesday
07/30/27, Friday

Rest Breaks

Employees must be allowed a paid rest period, free from duties, of at least 10 minutes for every 4 hours worked. Additionally:

- Employees cannot be required to work more than 3 hours without a rest break.
- Breaks must be scheduled as close to the midpoint of a work period as possible.
- Employers can require workers to stay on the job site during a rest break.
- Rest breaks taken are considered “hours worked” when calculating paid sick leave and overtime.

In some jobs, “mini” rest breaks can be taken instead of a scheduled rest break. These “mini” rest breaks must total at least 10 minutes over a 4-hour period.

Unpaid meal periods

Employers are not required to pay for a meal break if an employee is free from all duties for their entire break. Employees can only be required to remain on the premises or work site during their meal period if they are **completely free from work duties**.

Unpaid meal breaks are not considered “hours worked.”

Unemployment Compensation

Unemployment compensation is managed by the state Employment Security Department. As a substitute employee for a school district, you are given reasonable assurance of substitute work before and after the district’s usual and customary breaks, as set by the school calendar. In the event you voluntarily limit the sites or positions for which you will work, you will voluntarily limit your availability for suitable substitute work. As a regular practice, the Auburn School District gives such written assurance for the following year, prior to the last day of school of the current year.

- Per RCW 50.44.050, “Benefits shall not be paid based on any services...” during “customary non-work periods” that “include: 1) The period between two successive academic years; 2) The period between two successive academic terms within an academic year; 3) A similar period between two regulars, but not successive terms within an academic year; or 4) An established and customary vacation period or holiday recess.”

Online Paycheck Information

Paycheck information is available on Skyward – Employee Access. For new employees/substitutes, listed below are the login directions for Skyward/Employee Access.

1. Go to: <https://www.q.wa-k12.net/auburn>
2. Under Login Area click “Forgot your Login/Password”. You will then enter your ASD email to receive further login information.



The screenshot shows the Auburn School District Skyward login interface. At the top, the Auburn School District logo is displayed with the tagline "ENGAGE • EDUCATE • EMPOWER" and "2021-22 School Year". Below this is the Skyward logo and "AUBURN SCHOOL DISTRICT". The login section includes fields for "Login ID:" and "Password:", a "Sign In" button, and a link for "Forgot your Login/Password?". A version number "05.21.02.00.12" is visible. At the bottom, the "Login Area:" dropdown menu is set to "Employee Access".

Questions regarding compensation as it relates to assignments in Absence Management should be directed to:

- ◆ the Substitute Office at 253-931-4919

Questions regarding compensation as it relates to Skyward/Employee Access should be directed to

- ◆ the Payroll Department at 253-887-3982 or email payroll@auburn.wednet.edu

Retirement Substitute Service Credit

Substitute employees wishing to purchase service credit must contact the Department of Retirement Systems (DRS). You will pay your contributions directly to DRS. Your contributions to the plan will not be tax deferred.

If you have any questions regarding retirement please contact ASD Retirement Specialist, Raquel Torres at 253-887-3982 or the Department of Retirement.

Department of Retirement Systems Substitute Teachers' Service Credit

P.O. Box 48380 Olympia, WA 98504-8380

1-800-547-6657

www.drs.wa.gov

Medical Benefits

The Health Care Authority [School Employee Benefits Board \(SEBB\)](#) is the agency that provides benefits to school employees. Eligibility for benefits is determined by [WAC 182-31-040](#) and occurs when a school employee is anticipated to work 630 hours at the start of their assignment.

Substitutes can earn eligibility of SEBB benefits:

- Once the substitute has worked 630 hours in the school year, they will earn SEBB benefits. A report is monitored monthly to keep track of substitutes earning benefits through the year.
- A two-year lookback review of SEBB eligibility. Once a substitute earns SEBB eligibility two years in a row they will earn eligibility for the following year.

Once a substitute has earned SEBB benefits, they must work at least 4 times per month. This is on average 1 time a week. Failure to meet these qualifications may result in exclusion from the eligibility of benefits.

State Law 1433

- All substitutes are entitled to **accrue** paid sick leave at the rate of one (1) hour for every forty (40) hours worked.
- There is a maximum of 40 hours which can be rolled over from fiscal year to fiscal year.
- Substitutes who are entitled to **use** paid sick leave must be substitutes "required" to work in order to use their accrued leave, i.e., long-term substitute teacher. If a substitute is free to decline an offer to substitute for a half day without repercussion, and the employer is free to call another substitute available, then such substitute is not "required" to work. In the preceding scenario, the substitute would not be entitled to use accrued paid sick leave.
- When using sick leave, substitutes need to download the [sick leave form](#), fill it out and submit it to payroll.
- Substitutes who are eligible to use sick leave will not have their rate of pay affected.

Teaching Certificates

SUBSTITUTES ARE RESPONSIBLE FOR KEEPING THEIR TEACHING CERTIFICATES CURRENT.

Your certificate expiration date is entered into the ABSENCE MANAGEMENT system if there is one associated with the certificate you hold. If the current day is past your certificate's expiration date, you will be deactivated as a substitute and unable to access your Absence Management profile until a current certificate is received from you. Please provide the Substitute Office with your current and updated certificate information immediately upon receipt so that your substitute eligibility will not be interrupted. If a sub holds an emergency substitute certificate and needs to have it renewed, please send the request for renewal directly to the Substitute Office at rquirino@auburn.wednet.edu with 1) the correct spelling of the sub's last name (as identified on the sub's OSPI profile) and 2) the last four digits of the sub's social security #. Upon receipt of this information, the Substitute Office will initiate the process directly with OSPI and will advise the sub of how he/she can claim their certificate and pay associated fees.

Responsibilities and Expectations

Substitutes have a responsibility to always conduct themselves in a professional manner when carrying out their duties. They must:

- Maintain the established routines and procedures of the assigned school and classroom.
- Follow all policies, rules and procedures to which all employees are subject.
- Any questions about the assignment should be reviewed with the teacher or secretary.
- Verify with the school secretary whether the assignment will or will not need to be filled on the following day.

All substitutes will be held to the same professional conduct codes as a regular staff.

Appearance

Dress for success and to impress, every day!

Dressing for success will allow you to gain the respect needed to set a positive example for students. It is important to remember that students are very good at modeling the behavior they observe in adults. Failure to dress appropriately may also impact the way an administrator, teacher, other staff, and/or students perceive you.

Dressing for success has three main effects in a classroom and will assist you to:

- Maintain respect
- Establish credibility
- Establish yourself as an authority figure **Dress Guidelines:**
- Jeans may be worn if clean and in great condition (free of holes)
- Midriff tops and tops exposing too much cleavage should not be worn
- Most buildings are “Fragrance Free” - Perfume should be used sparingly

NOTE: If participating in a field trip, supervising students on the playground or teaching physical education, casual dress is appropriate: jeans, shirt/sweater, and tennis shoes. Clothing must be appropriate for conditions.

Clothing should NOT display a logo or reference any type of drug, tobacco and/or alcohol product.

Suggestions for Classroom Management

The following suggestions may help you maintain good class routines, provide for an efficient learning situation, and establish mutual respect for teachers and students.

- REMEMBER: It is important for you to establish classroom expectations and consequences at the beginning of the day. It is essential for Substitute teachers to be perceived by students as confident, as being in charge, and as being fair.
- Begin on time: Do not give the class time to develop restlessness and disinterest. Get the students involved.
- Introduce yourself: Explain why you are there, and that class will be conducted as usual according to the regular teacher’s instructions. Write your name on the board.
- Make clear presentations: What students gain from a lesson will depend to a large extent on how well you present it.
- Provide for student involvement: Students should have an active part in a good lesson. Provide for student involvement in such things as discussion, planning, questioning and decision-making. Be sure that directions are clear, and supervision is provided.
- Leave time: especially at the secondary level when classes change each period. Leave enough time at the end of each period for the class to gather materials together and for you to prepare for the next group.
- Be patient: It is natural for a class to test a substitute teacher. You represent a change for them. Patience, understanding, firmness and respect will diminish distrust.
- Expect good behavior: Children tend to respond to whatever we expect of them. A positive approach is worth a hundred negative rules.

- Be fair and consistent: Your success in classroom control will depend to a great extent on your degree of fairness and consistent treatment. Children must know what is expected of them and what to expect of you. Uncertainty breeds misbehavior.
- Be ready: Materials and plans for the day are a must. This is another reason for getting in early and ensuring that you know what you want the class to be doing during the day.
- Use common sense: This is the prime suggestion of all. All rules, regulations, guides, and directives in the world are no substitute for common sense.
- Keep your sense of humor.
- Do not hesitate to ask for assistance from the principal or other teachers

More helpful information can be found here:

<https://www.thoughtco.com/classroom-management-tips-for-substitute-teachers-8286>

Positive Behavior Intervention and Support (PBIS)

Basic Guidelines:

- When possible, build upon existing relationships with students by privately discussing causes and solutions to repeated misbehavior.
- Provide specific and brief corrections, e.g., stating expected behavior for academic and social errors.
- Provide verbal signals when a student's behavior is not appropriate; ask student/s to state and show expected behavior.
- Use teach, reteach as needed to help students make good decisions; show respect and solve problems.
- Respond to rule violating behavior in a calm, emotionally objective and professional manner while speaking to students with dignity and respect.
- Use different reinforcement strategies to address behaviors that violate classroom rules, considering situational context and needs of individual students.
- Begin with the least restrictive procedure to discourage rule violating behavior - nonverbal signals, e.g. eye contact, proximity, shaking head, moving to verbal corrections; then proceeding to more restrictive procedures as needed.

More information can be found here:

https://assets-global.website-files.com/5d3725188825e071f1670246/5f3abe6812428e3ba1694cdd_Effective_Classroom_Management.pdf

Student with Health Issues

The Basics

- Hand washing is the BEST way to prevent the spread of germs. Encourage students to wash their hands before meals and after using the restroom to reduce exposure to germs.
- When an accident occurs, do not leave the injured student. Attend to the injury and send for help from the office or nearest staff member. Pay attention to preventing accidents or injuries when supervising playground areas, physical education classes and in shop and science classes.

Medication

- Do not dispense medication (prescription or over the counter) to any of your students. Send them to the building office or school clinic where they will have a record of the written permission to give the child the medication, the prescribed amount, and a system for recording the times and dosage administered.

Injury

- You should refer all students with injuries (even minor ones) to the office so the normal school procedures can be followed. In an emergency, you may need to escort the child to the office. Or, in a less serious situation, have another student accompany the injured child.
- Do not allow students who are bleeding to participate in class until the bleeding has stopped and the wound has been cleaned and completely covered.
- Always wear protective gloves when you come in contact with blood, bodily fluids, torn skin, or when handling soiled materials. A BBP kit containing gloves and gauze can be found pinned on the wall by the classroom door.
- Throw soiled gloves away in a lined garbage can. Wash your hands for 20 seconds with soap and warm water after you remove the gloves.

Medical Emergency

- Prevention is the most important antidote for medical emergencies. Always stay with the children. Contact another adult if you need to leave the students at any time. If you have recess duty, walk around the playground being proactive about potentially dangerous behavior. Remember, you are the adult in charge.
- **Familiarize yourself with the students in the classroom who are on emergency medical plans and follow the plans as written.** If you have any questions about the plans, please contact the office and they will answer them or put you in contact with the building nurse. If in doubt CALL FOR CLARIFICATION.

Students with Health Concerns

- **Diabetics** must always be allowed to test their blood sugar in class, and they must be allowed to eat in class if their blood sugar is low.
- **Asthma:** Students who self-carry inhalers for asthma must be allowed to use the inhaler in class if necessary.

School Directory and Contacts

Alpac Elementary

Alexandra Weisburg
Elementary School
253-931-4976
310 Milwaukee Boulevard
North
Pacific, WA 98047
<http://www.auburn.wednet.edu/alpac>

Arthur Jacobsen Elementary

Jennifer Skeel
Elementary School
253-931-4960
29205 132nd Avenue
Southeast
Auburn, WA 98092
<http://www.auburn.wednet.edu/aje>

Auburn High School

Laurie Blinsman
High School
253-931-4880
711 East Main Street
Auburn, WA 98002
<http://www.auburn.wednet.edu/ahs>

Auburn Mountainview High School

Jazmin Ramirez
High School
253-804-4539
28900 124th Avenue
Southeast
Auburn, WA 98092
<http://www.auburn.wednet.edu/amhs>

Auburn Riverside High School

Brenda Atkin
High School
253-804-5154
501 Oravetz Road
Auburn, WA 98092
<http://www.auburn.wednet.edu/arhs>

Bowman Creek Elementary

Teri Mathews
Elementary School
253-931-4959
5701 Kersey Way SE
Auburn, WA 98092
<http://www.auburn.wednet.edu/bowmancreek>

Cascade Middle School

Kristina Black
Middle School
253-931-4995
1015 24th Street NE
Auburn, WA 98002
<http://www.auburn.wednet.edu/cascade>

Chinook Elementary

Lisa Wilkinson
Elementary School
253-931-4980
<http://www.auburn.wednet.edu/chinook>

Dick Scobee Elementary

Tanya Khryukin
Elementary School
253-931-4984
1031 14th Street NE
Auburn, WA 98002
<http://www.auburn.wednet.edu/dscobee>

Evergreen Heights Elementary

Shelby Peterson
Elementary School
253-931-4974
5602 South 316th
Auburn, WA 98001
<http://www.auburn.wednet.edu/eheights>

Gildo Rey Elementary

Shelly Husar
Elementary School
253-931-4952
1005 37th Street SE
Auburn, WA 98002
<http://www.auburn.wednet.edu/gildorey>

Hazelwood Elementary

Shellie Coury
Elementary School
253-931-4740
11815 SE 304th Street
Auburn, WA 98092
<http://www.auburn.wednet.edu/hzlwood>

Ilalko Elementary

Joni Westerdahl
Elementary School
253-931-4748
301 Oravetz Place SE
Auburn, WA 98092
<http://www.auburn.wednet.edu/ilalko>

Lake View Elementary

Jill Avery
Elementary School
253-931-4830
16401 SE 318th
Auburn, WA 98092
<http://www.auburn.wednet.edu/lakeview>

Lakeland Hills Elementary

Kelsey Nelson
Elementary School
253-876-7711
1020 Evergreen Way SE
Auburn, WA 98092
<http://www.auburn.wednet.edu/lakeland>

Lea Hill Elementary

Rachel LaBranch
Elementary School
253-931-4982
<http://www.auburn.wednet.edu/leahill>

Willow Crest Elementary

April Thorbeck
Elementary School
253-931-4717
13002 SE 304th Street
Auburn, WA 98092
<https://www.auburn.wednet.edu/willowcrest>

Mt. Baker Middle School

Polly Fitzgerald
Middle School
253-804-4555
620 37th Street SE
Auburn, WA 98002
<http://www.auburn.wednet.edu/mtbaker>

Olympic Middle School

Bobbie Kapule
Middle School
253-931-4966
839 21st Street SE
Auburn, WA 98002
<http://www.auburn.wednet.edu/olympic>

Pioneer Elementary

Karin Ode
Elementary School
253-931-4986
2301 M Street SE
Auburn, WA 98002
<http://www.auburn.wednet.edu/pioneer>

Rainier Middle School

Middle School
253-931-4843
30620 116th Avenue SE
Auburn, WA 98092
<http://www.auburn.wednet.edu/rainier>

Terminal Park Elementary

Jen Bauman-Dobbs
Elementary School
253-931-4978
2301 M St SE
Auburn, WA 98002
<http://www.auburn.wednet.edu/termpark>

Washington Elementary

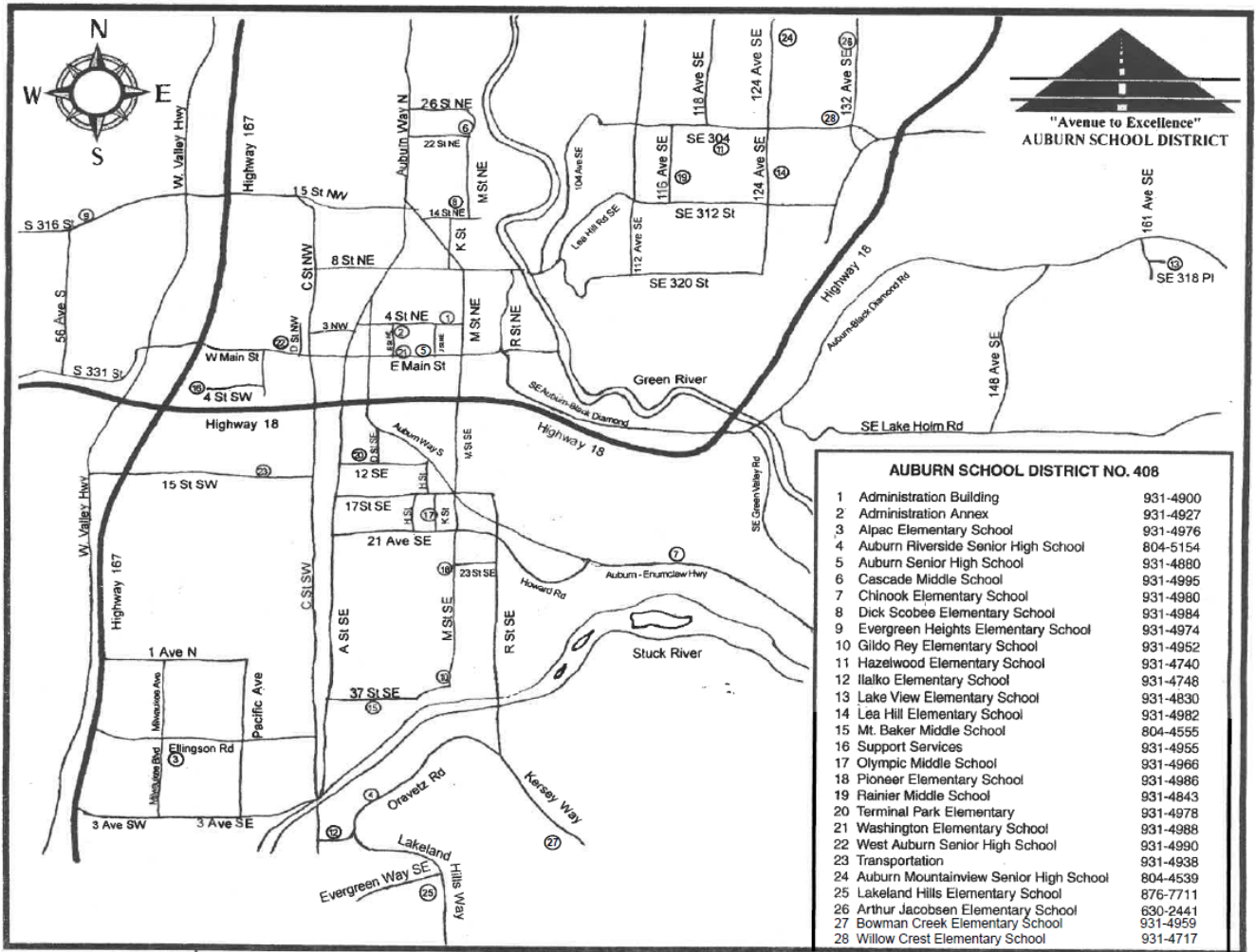
Courtney Fletcher
Elementary School
253-931-4988
20 E Street NE
Auburn, WA 98002
<http://www.auburn.wednet.edu/wash>

West Auburn High School

Ann Gilbert
High School
253-931-4990
401 West Main Street
Auburn, WA 98001
<http://www.auburn.wednet.edu/waub>

ANC - Auburn Newcomer Center
Housed at Arthur Jacobsen Elementary

District Location Map



You can also find more information regarding our schools here: [Auburn School District- Attendance Area Maps](#)

School Hours and Substitutes Arrival and Departure Times

[Click here for the school hours and substitute times](#)

Other Helpful Resources

Listed below are other resources for substitute teachers and classified substitutes. ***These are not required by the Auburn School District and any costs associated with the resource would be the sole responsibility of the substitute.***

For those that wish to increase their tech skills, we offer this suggestion:

- Visit [ASD Instructional Technology](#)

Raquel Quirino

HR Substitute Services Specialist

rquirino@auburn.wednet.edu

253-931-4919

Jill Roa

Payroll Substitute Specialist

jroa@auburn.wednet.edu

253-931-4900

I wish you a successful year and thank you for
joining the Auburn School District!

Please don't hesitate to reach me at any time if you
have any questions!