

**2025-2026**

**SUBSTITUTE**

**STAFF MEMBER**

**RESOURCES**





## **MISSION STATEMENT**

**What's Best for Kids – the basic ideas of “What's Best for Kids,” and that everyone should be valued, drive the decision-making process throughout the district activities. These simple but powerful beliefs are the foundation of our strategic plan and our efforts to align curriculum with the current concepts of educational reform.**

**Our Mission – ensure high levels of learning for all students, preparing them for success beyond high school.**

# WHITE RIVER SCHOOL DISTRICT NO. 416

240 North "A" Street/ PO Box 2050 ~ Buckley, Washington 98321 ~ 360-829-0600

SUPERINTENDENT OF SCHOOLS: Dr. Scott Harrison

## SCHOOL DIRECTORY

SCHOOL	OFFICE MANAGER
<b><u>ELK RIDGE ELEMENTARY</u></b> 340 River Avenue, Buckley <b>Principal: Nina Markey</b> <b>Assistant Principal: Katie Nelson</b>	Lorraine Panek 360-829-5915
<b><u>FOOTHILLS ELEMENTARY</u></b> 10621 – 234 <sup>th</sup> Avenue East, Buckley <b>Principal: Jennifer Schutz</b> <b>Assistant Principal: Ryan Orphan</b>	Paige Dowling 360-829-5979
<b><u>MOUNTAIN MEADOW ELEMENTARY</u></b> 11812 Mundy Loss Road East, Buckley <b>Principal: Janel Ross</b>	Stephanie Courtney 360-829-6047
<b><u>WILKESON ELEMENTARY</u></b> 640 Railroad Avenue, Wilkeson <b>Principal: Christopher Brauer</b>	Kathy Lindenbaum 360-829-6108
<b><u>WR EARLY LEARNING CENTER</u></b> 27515 120 <sup>th</sup> Street E, Buckley <b>Principal: Lina Randall</b>	Gloria Gelmini 360-829-5847
<b><u>GLACIER MIDDLE SCHOOL</u></b> 240 North "C" Street, Buckley <b>Principal: Nick Hedman</b> <b>Assistant Principal: Eric Spring</b> <b>Assistant Principal: Molly Klemkow</b> <b>Dean of Students: Michael Joshua</b>	Kate Stearns 360-829-6147
<b><u>WHITE RIVER HIGH SCHOOL</u></b> 26928 – 120 <sup>th</sup> Street East, Buckley <b>Principal: Cody Mothershead</b> <b>Assistant Principal: Stephanie Kraft</b> <b>Assistant Principal: Joe Birklid</b> <b>Assistant Principal: T.J. Suek</b> <b>College &amp; Career Readiness Director: Cheryl Ohlde</b>	Madison Arsanto 360-829-5500
<b><u>WHITE RIVER REENGAGEMENT CENTER (ALE)</u></b> 250 West Main Building 300, Buckley <b>Principal: Mark Cushman</b>	

# School Hours

## Elementary

School Hours 9:00 am to 3:25 pm Tuesday-Friday & 10:00 am to 3:25 pm on Monday (late start)

### CERTIFIED SUBS:

*Sub full day hours: 8:30 am – 4:00 pm*

*Certified half-day shifts are as follows:*

Am Shift	Pm Shift
8:30 am - 12:15 pm	12:15 pm – 4:00 pm

**Monday late start** -Certified subs working an AM or full-day shift report at 9:30 am

### CLASSIFIED SUBS:

Classified sub-report times vary based on the individual they are subbing for. Refer to the employee's schedule listed in Absence Management.

**Monday late start- Classified** subs working a full day or AM shift will report 1 hour later than the normal start time of the individual for whom they are subbing. Refer to the employee's schedule listed in Absence Management.

### AM Preschool and Early Kindergarten School Hours:

9:00 AM-11:40 am (09:00 am to 11:30 am-Early Learning Center)

**Monday late start** for AM Kindergarten-10:00 am

### PM Preschool and Early Kindergarten School Hours:

12:45 pm-3:25 PM (12:55-3:25 pm-Early Learning Center)

**Early Release time is: 11:55 am**

## Middle School

School Hours 7:55 am to 2:30 pm Tuesday-Friday & 8:55 am to 2:30 pm on Monday (late start)

### CERTIFIED SUBS:

Sub full day hours: 7:25 am – 2:55 pm

Certified half-day shifts are as follows:

Am Shift	Pm Shift
7:25 am - 11:10 am	11:10 am - 2:55 pm

**Monday late start** -Certified subs working an AM or full-day shift report at 8:25 am

### CLASSIFIED SUBS:

Classified sub-report times vary based on the individual they are subbing for. Refer to the employee's schedule listed in Absence Management.

**Monday late start- Classified** subs working a full day or AM shift will report 1 hour later than the normal start time of the individual for whom they are subbing. Refer to the employee's schedule listed in Absence Management.

**Early Release time is: 10:55 am**

Grades 6th, 7th and 8th

## High School

School Hours 7:35 am to 2:05 pm Tuesday-Friday & 8:35 am to 2:05 pm on Monday (late start)

### CERTIFIED SUBS:

Sub full day hours: 7:05 am – 2:35 pm

Certified half-day shifts are as follows:

Am Shift	Pm Shift
7:05 am - 10:50 am	10:50 am - 2:35 pm

**Monday late start** -Certified subs working an AM or full-day shift report at 8:05 am

### CLASSIFIED SUBS:

Classified sub-report times vary based on the individual they are subbing for. Refer to the employee's schedule listed in Absence Management.

**Monday late start- Classified** subs working a full day or AM shift will report 1 hour later than the normal start time of the individual for whom they are subbing. Refer to the employee's schedule listed in Absence Management.

**Early Release time is: 10:35 am**

# CENTRAL OFFICE DIRECTORY

## Human Resources

---

240 North A Street  
PO Box 2050  
Buckley, WA 98321

**Kristi Terrell**  
Sub Coordinator  
360-829-3860

**Tina Ritz**  
HR Generalist  
360-829-3823

**Chris Benz**  
HR Classified Specialist  
360-829-3824

**Breanne Green**  
HR Certificated Specialist  
360-829-3822

**Dr. Sunday Ferris**  
Executive Director, Human Resources  
360-829-3822

## Business Office

---

240 North A Street  
PO Box 2050  
Buckley WA 98321

**Cindy Shepherd** (Certificated Staff)  
Payroll Specialist  
360-829-3830

**Taran Johnson** (Classified Staff)  
Payroll Specialist  
360-829-3823

## ABSENCE MANAGEMENT

Absence Management (formerly Aesop) offers you the flexibility to proactively search for jobs and fill your schedule the way you want. To help you benefit most from automated substitute placement, phone and web services are available to help you find and accept jobs. Substitutes can call in, toll-free at 1-800-942-3767, or log in online at [www.frontlineeducation.com](http://www.frontlineeducation.com).

## PAYROLL PROCEDURES

### Certificated

Substitute teachers are paid according to the following rates. The rates are based on the number of days worked in the current school year (days do not carry over from year to year).

01 - 25 days = \$200 per day  
26 - 50 days = \$205 per day  
51 - 99 days = \$210 per day  
100 + days = \$225 per day

### Classified

Refer to the current salary schedules accessible on the White River website – Departments – HR – Resources – Salary schedules (then choose Custodial, PSE, or Transportation). There is a column for the sub rate.

### Sick Leave

Subs will accrue sick leave at the rate of one hour of leave for every 40 hours worked. Hours will be banked for use when the sub is hired for a long-term sub position or is hired as a continuing employee.

### Paychecks

Your pay will automatically be deposited to your bank account on the last WRSD business office working day of each month. Payment is from the FIRST working day of the previous month through the LAST working day of the previous month. Please keep an accurate record of your assignments, including hours worked and current rates of pay for each so that you can verify the accuracy of your pay. Always remember to sign the sign-in sheet, verifying hours worked before leaving your work site each day.

Paystub information is available online through Skyward Employee Access. Skyward can be accessed through the WRSD website, under Departments, and then Substitute Portal

**A change of Name** - An original Social Security card must be brought to Human Resources or Payroll for photocopying to facilitate a name change.

**A change of Address/Phone Number/Email change** – log on to Skyward, Employee Info, then Personal Info, then Request Change.

**Feel free to contact Payroll at (360-829-3830) or (360-829-3829) with questions.**

### Substitute Teacher Guide!

If you would like some extra help to prepare you for subbing in the classroom. The district has created an online course that will give you a basic overview of the classroom tech tools and general workflow. It is flexible; you can view it at school, home, or anywhere you have an internet connection. Go to: [whiteriver.wednet.edu](http://whiteriver.wednet.edu), click on “**Departments**” then “**Substitute Portal**”, then click on the link that says, “**Substitute Teacher Guide Tech Time Session.**”



## EMERGENCY COMMUNICATIONS

If you would like to be notified of school closures or delays, please subscribe at:

**[www.flashalert.net](http://www.flashalert.net)**

## TECHNOLOGY ISSUES??

Our Technology Desk can be reached at extension 3804



## CLASSROOM ACTIVITIES

### ACTIVITIES FOR ELEMENTARY SCHOOL STUDENTS

- Students can create a story about things that interest them.
- Students can write spelling words in ABC order.
- Students can complete ten math problems you place on the board.
- Students can draw and describe a new invention of their own.
- Students can practice handwriting by copying spelling words.
- Students can write poems.
- Students can listen to stories that are read by you.
- Students can listen to tapes found in the media center.
- Students can take a nature walk.
- Students can do reinforcement math from the back of their math book.
- Students can draw their creatures.
- Students can think of imaginative endings for incomplete sentences.
- Students make and decorate a calendar.
- Students can use their spelling words in a story.
- Students can calculate mental math problems read by you ( $8 + 7 - \text{pause} + 6 = \underline{\quad}$ ).
- Students can unscramble their spelling words.
- Students can calculate math word problems.
- Students use wall/book maps for geography review.
- Students can view appropriate film strips from the media center.

### ACTIVITIES FOR MIDDLE SCHOOL STUDENTS

- Students can create a story about an assigned topic.
- Students can draw and describe a new invention of their own.
- Students can write poems (Books available on types of poems).
- Students can listen as you read literature, and then summarize it.
- Students can write a newspaper article (Give them a choice of topics).
- Students can draw a map of their school/city/state.
- Students can write about the best teacher they have ever had.
- Students can correct sentences, stories, etc., that you have written on the board.
- Students can create/solve a word puzzle.
- Students can do reinforcement math from the back of their math book.
- Students can write about the future.
- Students can listen to tapes found in the media center.
- Students can think of imaginative endings for incomplete sentences.
- Students can express in pantomime different ways to do things.
- Students can write compositions on items you have brought to class.
- Students can design a travel poster for their favorite vacation spot.
- Students can form two teams and compete to answer geography questions (State capitals, state abbreviations, mountain ranges, etc.).
- Students can list as many words as they can form from letters in the school name (Ex. Campbell = bell, camp, cab, cap, ball, lamb, etc.).

### ACTIVITIES FOR HIGH SCHOOL STUDENTS

- Students can write stories about something that has had significance in their lives.
- Students can read the newspaper and analyze what they have read.
- Students can draw and describe a new invention of their own.
- Students can create a crossword puzzle from vocabulary words.
- Students can write an essay on a place they have visited or would like to visit.

- Students can finish a poem that you have started.
- Students can draw posters to illustrate what they are learning.
- Students can listen to tapes found in the media center.
- Students can think of imaginative endings for incomplete sentences.
- Students can create an educational brochure or booklet on a range of topics.
- Students can express in pantomime different ways to do things.
- Students can answer questions about geographical details using maps.
- Students can try to answer Trivial Pursuit questions.
- Students can listen and analyze a selection read by you.
- Students can complete analogies (Grass: green as a banana:         ).
- Students can complete various sequences (1, 5, 2, 10, 3,         ).
- Students can create a timeline of their life, including major events.
- Students can create an advertisement for a designated product.

### CLASSROOM SURVIVAL TIPS

1. Arrive in class at least 15 minutes before the students
  - a. Check lesson plans. If lesson plans appear to be incomplete or you do not understand them, contact the principal or designee.
  - b. Gather materials for the lesson(s)
2. Write on the board
  - a. Your name (Mr., Mrs., Miss, Ms.)
  - b. Date
  - c. Student assignments
3. Welcome students to class
  - a. Greet students with a smile
  - b. Always stand if possible
4. Start class as soon as the bell rings
  - a. Introduce yourself with a smile
  - b. Check attendance
  - c. Explain class assignments
  - d. Praise and encourage students
  - e. Circulate around the classroom and smile whenever possible
  - f. Watch for raised hands; go to the student(s) instead of having them come to you
  - g. Collect assignments with a smile
  - h. Dismiss quietly
  - i. Straighten the room
5. Write the teacher a note explaining the day's events
  - a. Identify helpful students
  - b. Identify both completed and not completed assignments/lesson plans
  - c. Identify student(s) who became ill or hurt and send them to the office and/or clinic with the required paperwork!

You have signed and acknowledged that you will review and become familiar with this **Substitute Resources Handbook**, as well as the **White River School District Employee Handbook**, located on the **WRSD website**. You are expected to read the Handbook, familiarize yourself with its contents, and that the policies in the Handbook apply to you.

You must further understand that this **WRSD Employee Handbook** contains important information about the White River School District's policies. The link to the district board policies can be found in the employee handbook in Section 11, page 24 of the Employee Handbook.

To access the Employee Handbook, please follow the link below:

<http://www.whiteriver.wednet.edu>

- Departments
- Human Resources
- Handbooks

