

News and Views of
SUB-STANCE



A publication of the Seattle Substitutes Association,
a department of the Seattle Education Association

Rick Harlan, President
Wynne Stout, Vice President
Daria Macapagal, Treasurer
Larry Marsters, Secretary

November, 2006

Social Security number use a thing of past

One of our fellow substitutes, Michael Cavalli, asked me about the security of our social security numbers in the substitute system. Here's what I've learned talking to Robin Byers, in Payroll and Chris Marshall at the Substitute Desk.

– Rick Harlan

The use of social security numbers is on its way out. They are not required on time sheets. When you are completing your time sheet, please write your employee ID number. Even if you have an old form that asks for a social security number, disregard and enter your employee ID number. Use all six digits, even the zeroes.

Payroll is notifying schools to destroy any old forms that request social security numbers and only distribute the new forms that asks for EMPLID numbers. The Substitute Employee Timesheet is available on the internal website at insideseattleschools.org Forms, Payroll Forms. Interim Payroll manager, Robin Byers, is pursuing getting it posted on the public site also. We'll be posting the .pdf on Sub-Port..

Keying your social security number into SubFinder is secure. Use your key pad to enter the numbers.

I also asked about expanding the Job Number field to allow for the information. Payroll was receptive and is researching that too.

Thanks Michael, for taking the time to ask. As a result, substitute educators will be seeing some definite improvements.

**Fall Substitute Meetings are:
Weds, Nov. 15 and Dec. 13.
Join us.**

Managing 'District Initiated' requests

by Chris Marshall, SPS Substitute Desk

Substitute Services daily receives a large volume of District Initiated Substitute Requests [or "DI's"—submitted by site secretaries or central departments]. These are entered as soon as we are able, but often it isn't until a day or two prior to the employee's DI absence. When a substitute has agreed to substitute for an employee who is going to be absent on a DI, it is advisable for the substitute to make themselves unavailable in Sub Finder so they do not need to reject offers of other assignments from Sub Finder.

Substitutes should use the 'Unavailable Date Range' option. We can override the block when assigning the substitute if the DI indicates that the substitute has agreed. Please know that if you are prearranged in an assignment Sub Finder will not call. Should you forget to make yourself unavailable in Sub Finder and Sub Finder calls to offer an assignment you can press "*" on your telephone. This will stop Sub Finder from calling during that calling period, thus eliminating the need to reject assignments.

From Your President

Summer has fallen, Autumn is here: Harvest, a natural time for Thanksgiving. Appreciation for what we have, with care to make sure that we make it through the Winter.

Since 1921 the nation has celebrated American Education Week, time to appreciate educators. Prominent among those to be celebrated are substitute education employees.

Thankfully, the revival of American Education Week (AEW) makes many ways to celebrate education/educators easy to do. Each year since 2003 when Substitute Educators Day was added to AEW, more and more schools, districts and municipalities are using the resources available at www.nea.org/aew to thank everybody dedicating themselves to raising up our student learners. (Info is on Sub-Port of course, too. And if you don't have a computer, SEA will mail you a packet.)

I'll model this by a beat on my own drum, and our union's. 5 years ago a twinkle came to my squinted eye. "We'll never get anywhere until people recognize what we do as crucial", I said to myself, "like relief pitchers, or special forces for that matter! So, what is the opposite of being ignored?" And I went to the representative assemblies of my union. First SEA, then WEA, then NEA (10,000 reps: whoa!).

I was reminded from the beginning, "You know substitute teachers aren't the only substitutes, Rick!" Substitute EDUCATORS Day took shape, and found a home in American Education Week, on the

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Next meeting is Wednesday, November 15, 2006

4:15 - 6:00 @ John Stanford Center

Room 2700

2445 3rd Ave S (@ Lander)

Please RSVP by November 13 to
206.283.8443



November's Meeting

Agenda:

Substitute Educators' Day and
American Educators' Week.

Salmon Dinner!! Good food, good fellowship,
passable entertainment, your Time to Shine! Report
to your table on your AEW/SED celebration idea/s.

Seattle Education Association, 5501 4th Ave S, Suite 101
Seattle, WA 98108 206.283.8443. Extension 220 is the substitute voice mail.
Rick Harlan, SSA President, after school hours @206.271.8871
Ben Ibale, UniServ Director serving substitutes' on-the-job issues, contract violations.

Like learning? How about paid to learn?

Professional Development for substitute educators used to be a strange concept in the USA: Seattle is leading the way. By contract, however, our paid Pro D for SE's is due for assessment and re-up this spring. SEA Building Representatives voted unanimously that:

The SEA Representative Assembly support the continuation of the Professional Development Program for Certificated Substitute Teachers, Paraprofessionals, and SAEOPS [office and secretarial] started during the Fall of 2005 for the duration of the current Collective Bargaining Agreement, September 1, 2004 to August 31, and beyond.

This means SEA expects and will fight for paid Pro D for *all* SE's (parapro substitutes WERE meant to be included in the motion) to continue for years to come!

From Kim Van Atta, Coordinator Classified & Substitute Prof. Dev.

"Put February 2, 2007 (day between semesters) on your calendar. We'll be at JSCEE. Course content is being determined now based on district and substitute needs and instructor availability.

We are also looking for a day over Spring Break. Content needs will be determined based on feedback from Feb. 2. More information soon."

Visit SUB-PORT at sub-port.com. Professional tips, and other useful resources are there: including a MAP and info for each school. Go to www.seattlewea.org, click on the green logo, and get 'SUB-PORT'ed!

Coming soon on Sub-Port: Will Be Missed section remembering substitutes who have made significant contributions to our organization.

Notes on Classroom Management

by Ben Ibale, SEA staff

Since classroom management is the number one cause of negative substitute evaluations, executing the appropriate classroom management plan is the best strategy when dealing with student disruptions. Prepare a classroom management plan that follows the culture and climate of each building because some classroom management strategies are not acceptable at all sites. Find out the common progressive discipline strategies at each building by arriving early and talking with the secretary, principal or other teachers throughout the day. The sooner you find out the common classroom management expectations of the building, the sooner you will have the protection of the building procedures rather than an isolated substitute teacher who decides to create his/her own discipline strategy. One example is sending a student in the hallway. This simple act to reduce disruption is viewed by many principals as inappropriate discipline. One, the student is without adult supervision and the teacher/school can be held liable if an accident happens to the child. Two, the student is no longer in an academic learning environment and the student is missing out on the learning opportunities. If you are not sure what to do with a child who is constantly disrupting the learning environment, contact the office, security or principal for support. If they don't offer you support, then document the different steps you have taken to address the child's disruptive behavior which lead to removing him from your classroom. Knowing your building and knowing your students are the best strategies for success when disruptions occur, so take the time to build those relationships.

Nov 12 - 18 celebrates U.S. educators

November 12 - 18 is a chance to celebrate our contributions. It's NEA's 85th American Educators Week. NEA chose this year's theme as **Great Public Schools: A Basic Right and Our Responsibility**, which calls on the nation to bring together educators, school staff, parents, students, and communities in a unified effort to build great public schools. The theme also reflects NEA's vision of calling upon America to provide students with quality public schools so that they can grow, prosper, and achieve in the 21st century.

The NEA website offers ideas on celebrations and the history of the celebration. www.nea.org/aew. Tuesday, Nov 14 is deemed "National Invite Parents to School Day"; Wednesday is dedicated to Education Support Professionals; Thursday is an opportunity to invite community leaders in to do the duties of an educator for a day; and Substitute Educators' Day is Friday.

Celebrate Substitute Educators' Day. Regular employees can honor substitutes with a special card, message or small gift for the folks who pinch hit when they are pulled out of the game.

Information about AEW is available at www.nea.org/aew

Sub-Port

Letter from the President

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Friday before Thanksgiving.

If we expect a parade that day or that week, we will have to pick up an instrument and play. And if you expect to attend and enjoy our annual Substitute Educators Celebration Salmon Dinner Nov. 15, come prepared to tell your table what role you played or tried to play to raise the level of education/educator appreciation leading up to and/or during AEW.

We can encourage OTHERS, for instance. Take a fresh look at the schools you go to: in what ways could you surprise and thank school secretaries, paraprofessionals, or custodians, or parents- the First Educators-before and during AEW? Could you gently help a struggling teacher or whole school get up-to-speed on the Best Practice For Substitute Teachers (Appendix N in the cert contract, available to copy on-line at SEA, in CD form and at all school offices)?

American Education Week provides a 5 day recognition opportunity for substitutes AND for everybody they substitute FOR. What if we at least sought out and helped EACH OTHER each day leading up to Substitute Educators Day? Here's what some of YOU have said.

"I'd just like a special Hello or Thank You! Often everybody's so busy with their own little thing, so I feel invisible on arrival and departure, and left out at lunch."

"If I could have my choice, I'd have the teachers spend the time to prepare for me to do my job in the classroom. For instance, I don't think they realize how important updated seating charts are, so I'm able to start class by calling students by name."

"Yes, a totally complete Substitute Folder, with roster and emergency route, and all those little procedures that are taken for granted, like drinks and pencil sharpening—and students you can trust to explain 'the right way' quickly."

"I love it when I see the day's materials, all stacked sequentially or even laid out with Post-It notes: I can see I've got what I need to have a Good Day. Who needs flowers and stuff?...of course they're nice..."

"Celebration Time, Come ON!"... Just pick up a horn (of cornucopia?) and toot away! —Rick

—Rick Harlan, President, Substitutes



www.seattlewea.org

click on Sub-port