

# ANACORTES SCHOOL DISTRICT #103

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Adoption Date: 2/25/99

Procedure No. 5521-P  
Personnel

## TEACHER ASSISTANCE PROGRAM

In compliance with rules and regulations promulgated by the superintendent of public instruction, the district assures that:

1. The mentor teacher shall be paid a mentor teacher stipend which shall be determined by state pass-through and incorporated into a supplemental contract.
2. The beginning/experienced teacher shall be paid a stipend as set forth in the supplemental contract.
3. The beginning and mentor teacher shall attend and shall be reimbursed by the district for travel expenses for three days attendance at required workshops or training sessions.
4. The mentor teacher may be released from classroom teaching responsibilities in order to observe and assist the beginning or experienced teacher in the classroom.
5. The mentor teacher, the beginning teacher and the experienced teacher may be released from classroom teaching responsibilities in order to jointly or separately observe each other or observe colleagues in teaching situations.
6. The total release time from classroom teaching as stated in (D) and (E), above, shall be at least twenty-four scheduled instructional hours per school year.
7. Mentor teachers shall not be involved in evaluations of their beginning or experienced teachers.
8. The mentor teacher, the beginning teacher and the experienced teacher shall complete and forward to the superintendent of public instruction such evaluation reports of the teacher assistance program as requested by the superintendent of public instruction.
9. Mentor teachers shall periodically inform their principals regarding the contents of training sessions and other program activities.

## SELECTION OF MENTOR TEACHER

1. A general announcement regarding the mentor teacher program and the application process shall be distributed to all staff members by April 1.
2. A mentor teacher shall have been employed primarily as a teacher for one school year with the district and two additional years within any public or private school in any grade K-12. A mentor teacher shall
  - a. Demonstrate effective teaching skills.
  - b. Have a good understanding and perspective of district and building policies, procedures and programs.
  - c. Possess a high level of professional development/commitment.
  - d. Demonstrate good communication and interpretation skills.
  - e. Shall exhibit a high level of energy and enthusiasm and show evidence of a high level of creativity.
  - f. Be highly regarded by students, staff and the community.



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3. The superintendent shall select the mentor teachers. Two classroom teachers, appointed by the teacher's bargaining unit, shall participate in the mentor teacher selection process.

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Policy No. 5610  
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## SUBSTITUTE EMPLOYMENT

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly-contracted staff member when:

- V. Enrollment uncertainties exist at the beginning of a school year; or
- W. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions the district shall employ a contracted staff person within a reasonable time.

The superintendent shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Substitute teachers who have served for 20 full consecutive working days in the same assignment shall, from the 21st day of service on, be paid according to the regular salary schedule of certificated staff.

The board authorizes the employment of a spouse of an officer as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district.

Retired teachers or administrators may work up to one thousand five-hundred (1,500) hours per school year as substitutes without affecting their retirement. After eight hundred sixty-seven (867) hours of employment for a retired employee, the district will be responsible for the employer's contribution to the state retirement system for that employee for all hours worked in that school year.

If the superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the Office of the Superintendent of Public Instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. A classified substitute employee's eligibility to purchase retirement service credit will be determined according to RCW 41.35 and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee.

The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

