

Dear Guest (Substitute) Teacher,

Welcome! Substitute Teachers are an integral part of the Washoe County School District's education system. We value our hard-working substitute teachers who contribute to student achievement through their commitment to quality education.

Guest teaching is a demanding job that requires organization, mental preparation, flexibility, knowledge, skill, and positive attitudes. This handbook and our webpage are designed to help you prepare for this important and challenging job.

Research has shown that during his/her K-12 experience, the average public-school student spends about one year with a guest teacher. Our mission is to provide a quality education that prepares all children for a successful future, and we appreciate your commitment to our educational team. We hope that you find guest teaching for the Washoe County School District to be a rewarding experience.

We are always looking for ways to improve our process, training, and experience for our guest teachers. We welcome your feedback at any time.



Updated 01/2023

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Contact Us

We are here to support you with any questions or concerns you may have. Please reach out if you have questions regarding assignments, pay, applications, and general licensing inquiries.

Contact Information

Office hours: Monday- Friday 6:30am-4:00pm

Phone: 775-348-0231/ 0233

Email: suboffice@washoeschools.net

Jody Hilton

Substitute Services Coordinator

JHilton@washoeschools.net

Camille Druitt

Program Services Tech

Camille.Druitt@washoeschools.net

Substitute Services Webpage: <https://www.washoeschools.net/Page/645>

Click on Careers → Substitute Services → Current Guest (Substitute) Teachers to access helpful information about:

- Pay
- Substitute Procedures
- Classroom Management (Guest Teaching 101) for Guest Teachers
- License Renewal with Nevada Department of Education
- Employee Online
- Outlook Email
- Safe Schools Trainings
- Teaching Resources
- ARL Program
- Volunteer Opportunities
- Careers in Teaching

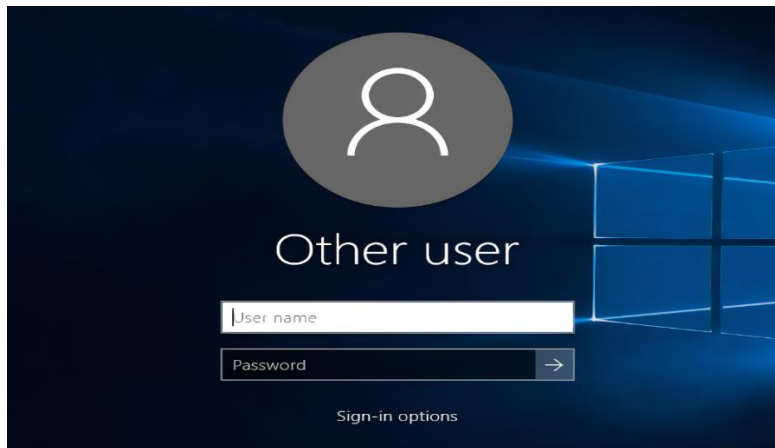
WCSD Login Information

When all hiring requirements have been completed (i.e. your I9, Fingerprinting, and Orientation) you will be entered in the WCSD system. You will then receive an email with all your district logins in 1-2 business days. Please check your spam folder for this as well.

You do not need this email to accept AESOP jobs. Please refer to page 4 for more information.

If you are unable to access your email or have forgotten your password, contact the IT Help Desk at 775-789-3456. You will need your Employee ID # when calling.

Instructions: If you are new to the District, your **first login attempt must be done from a district computer at a district site.** This will prompt for a password reset upon successful login. Use the information from the email to sign into the computer as yourself. You should start on this screen:



What do I use this information for?

District Email (Web Outlook):

Please be sure to regularly check your email as this will be the main way Substitute Services will communicate important information to you throughout the year.

MY PGS (Professional Learning):

Through MyPGS (Professional Growth Systems) Washoe County School District offers many courses to our employees. Some courses are free of charge while others may have a nominal fee.

You must complete **Guest Teaching 101** (formerly Class Management) within 3 months of hire. If not completed within the timeframe, you will be deactivated in AESOP until the course is completed. Former WCSD teachers and Student Interns are not required to complete this course.

The remaining resources use different login credentials:

AESOP: www.aesoponline.com

AESOP is a 24/7 automated Guest (Substitute) Teacher dispatching system. This is the place you will accept, cancel, and view substitute assignments.

- There are 3 ways to select assignments:
 1. Web sign in
 2. Phone (1-800-942-3767)
 3. Automated calls

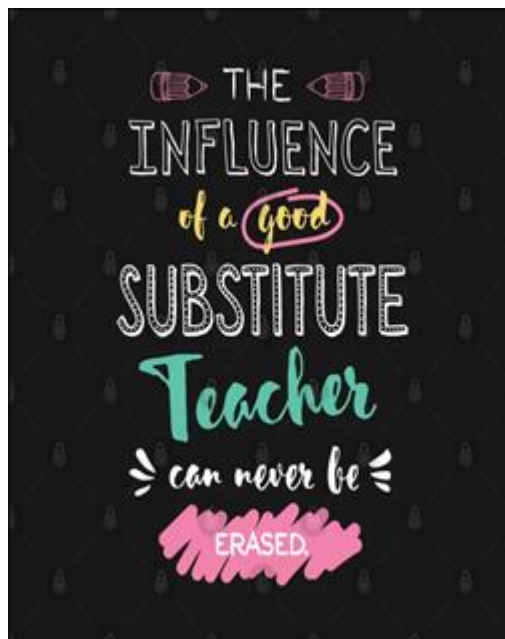
EMPLOYEE ONLINE: washoeschools.net → Staff tab → Employee Online

Employee Online is an online portal that will allow you to:

- Electronically view/print out your pay stubs
- Change your tax filing status (W2) and view your W4
- Change your address
- Add emergency contact information

SAFESCHOOLS TRAININGS: washoeschools.net → Staff Tab → More → SafeSchools

The district will assign annual training through this site. This is mandatory training that must be completed each year you are an active Guest Teacher.



AESOP

(Formerly known as Frontline Placement)

Logging into AESOP

- Login ID = Your 10-digit phone number. If you change your phone number, update under the preferences tab. This will be your new login ID.
- PIN = The 4–5-digit PIN you created in your NEW Hire Document

AESOP phone system*

- Automated calls are sent from 5am-12pm and 6am-10pm. The system does not leave a message.

*You can instruct AESOP when (or not) to call once you log in

When can I start looking for work?

As soon as we enter your information into our payroll system & AESOP. This is usually by the end of the business day of your orientation/ I9 appointment.

I want to pick up a job, but its past the assignment start time?

Jobs are sometimes logged late, if you see a job that has already started, please call the school before accepting

What's a good first-time job to accept?

- ½ day assignments
- Alternative education: Study Hall / Art
- Intervention: “Pushing” into different classrooms to assist teachers
- Special Education Resource: Best place to start for your first time in Special Ed
- Roving Guest Teacher: Assisting teachers when they are called away for a short time

I'm already working with a teacher; can they assign me to a job?

This accounts for 1/3 of all absences logged in AESOP. The teacher makes prior arrangements with you. They will then log the absence and assign you

Student Interns: Your lead teacher will log the absence & assign you

AESOP Best Practices

- **Ensure you are arriving a 30 minutes before the start time of your assignment.**
This is not compensated.
- **Verify your AESOP assignments by the 10th of each month**
This will ensure you are paid correctly
If you see an error in AESOP, call the school where the error occurred
- **Canceling assignments**
Cancel early – this gives AESOP and the schools a chance to find another substitute.

If you are cancelling the day of the assignment, you must contact the school

- **24-hour cancellation rule:** If you cancel an assignment within a 24-hour window of its start time, AESOP will not allow you to pick up any other assignments for that day.

AESOP Glossary

Available jobs

You can view your current, past, or future assignments

Feedback

Teachers can leave a brief review

Preferences

You can specify your call times, and you can change your ID or PIN

Accepting an assignment

You will receive a 9-digit confirmation number

Cancelling assignments

Click on the small trash can located in the “date” block.

Teacher communication

Teachers can complete the “notes” field with pertinent information as well as attach lesson plans to be viewed ahead of time.

How to use AESOP

1. Navigate to the AESOP website

You can use [AESOPonline.com](https://aesoponline.com) in your browser

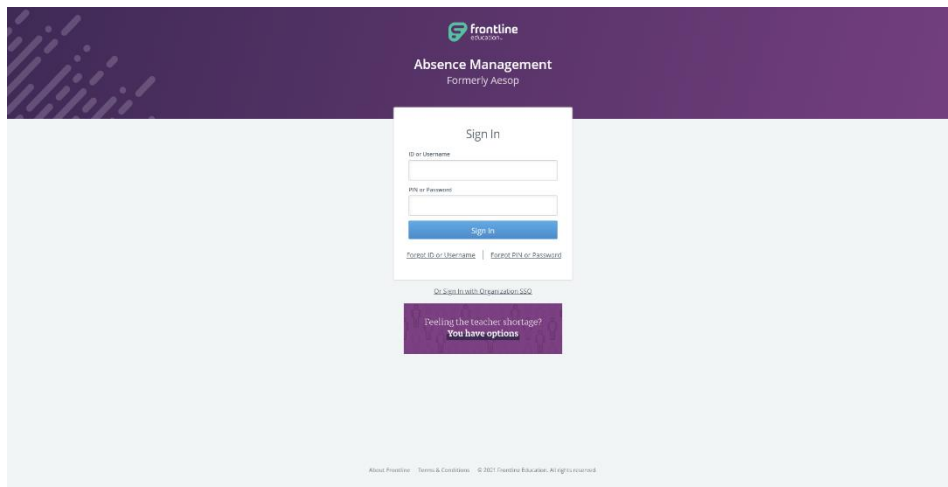
Or

Access through the Staff Tab on Washoeschools.net



2. Logging into AESOP

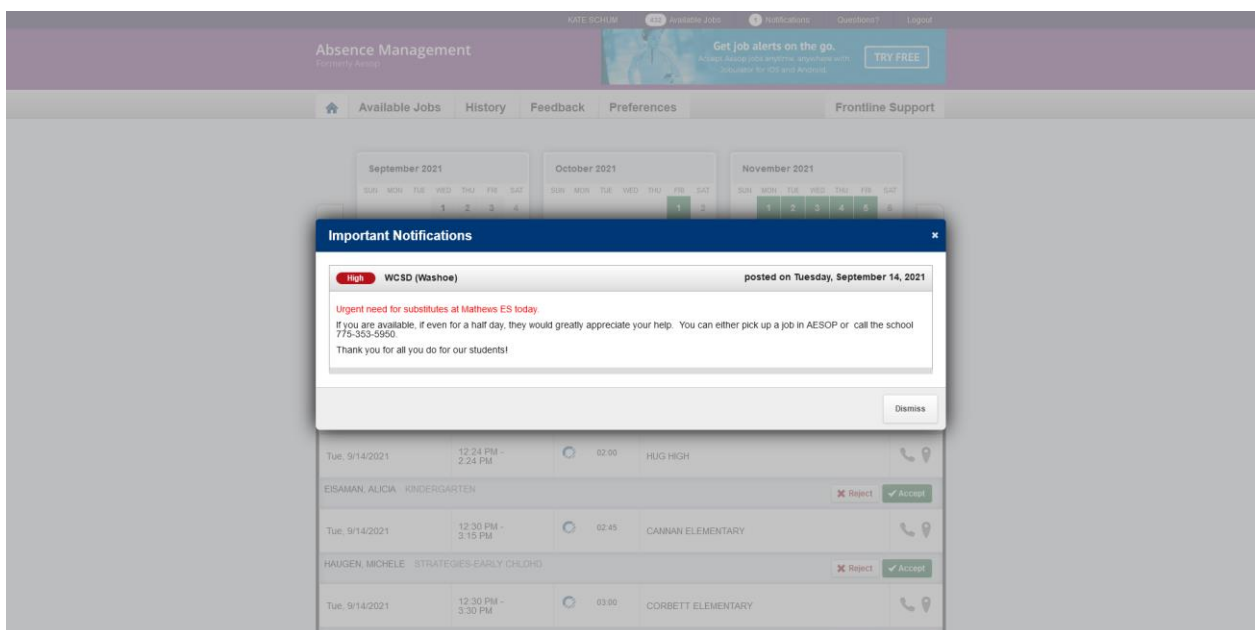
This is your login homepage.



If you cannot remember your phone number or Pin being used, please email suboffice@washoeschools.net

3. Home Page

Any important Notifications will pop up



Here you can view all available jobs.

Date	Time	Duration	Location
MIRAMONTES, SAUL ENGLISH			
Tue, 9/14/2021	12:24 PM - 2:24 PM	02:00	HUG HIGH
EISAMAN, ALICIA KINDERGARTEN			
Tue, 9/14/2021	12:30 PM - 3:15 PM	02:45	CANNAN ELEMENTARY
HAUGEN, MICHELE STRATEGIES-EARLY CHLDHD			
Tue, 9/14/2021	12:30 PM - 3:30 PM	03:00	CORBETT ELEMENTARY
Roving Sub - PD "Choose Accounting Code"			
Tue, 9/14/2021	12:30 PM - 3:30 PM	03:00	HUNSBERGER ELEMENTARY
SAWYER, ANGELA ENGLISH LANGUAGE LEARNER			
Tue, 9/14/2021	12:30 PM - 3:30 PM	03:00	ALLEN ELEMENTARY

You can select a date here to book future jobs as well

The teachers name and Subject/Grade is listed here

Date	Time	Duration	Location
MIRAMONTES, SAUL ENGLISH			
Tue, 9/14/2021	12:24 PM - 2:24 PM	02:00	HUG HIGH
EISAMAN, ALICIA KINDERGARTEN			
Tue, 9/14/2021	12:30 PM - 3:15 PM	02:45	CANNAN ELEMENTARY
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Roving Sub - PD "Choose Accounting Code"			
Tue, 9/14/2021	12:30 PM - 3:30 PM	03:00	HUNSBERGER ELEMENTARY
SAWYER, ANGELA ENGLISH LANGUAGE LEARNER			
Tue, 9/14/2021	12:30 PM - 3:30 PM	03:00	ALLEN ELEMENTARY

ACCEPT HERE

Phone number and Address *
*When Available

Jobulator

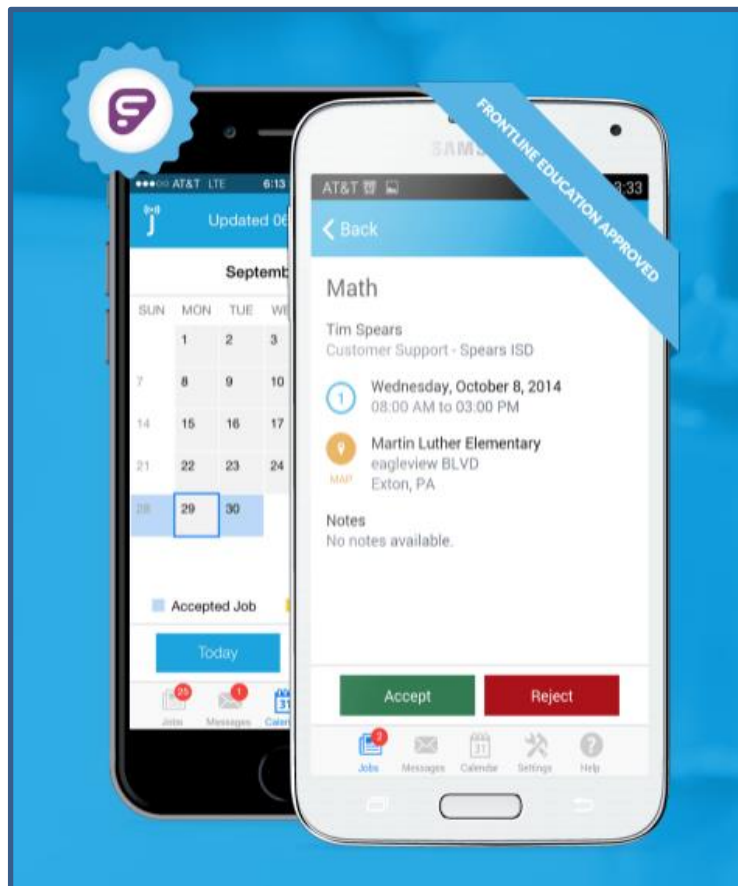
WCSD does not utilize the AESOP app.

If you are looking for an app version to make accepting jobs easier and more convenient, consider subscribing to Jobulator.

- Jobulator is the only official Frontline Absence Management companion app, and it's been designed to give you a graceful, easy-to-use system to get instant job notifications on the go.
- Jobulator is a subscription service that automatically and continuously checks for jobs and notifies substitutes of absences in the system.
- Substitutes can easily accept jobs from their desktop computer or mobile device. Available for iPhone/iPad & Android.
- Pricing can vary from \$5.99/ month +tax or \$49.99/ year +tax

For more information, please go to www.jobulator.com.

Jobulator is not a district offered/ sponsored program.



Compensation (updated 1/11/23)

The work you do is very important and rewarding. All pay is based on the times shown in AESOP. See compensation outlined below.

FULL DAY (Anything Over 4 hours) * = \$125

HALF DAY (4 hours or less) * = \$62.50

This includes Intervention, Principal Directed and Roving Sub

You must report to the school 30 minutes prior to the start time shown in AESOP (this is non-paid)

End of Year Bonus:

With increase in compensation the bonus will end June 2023

	Based on Full Days Worked
120-150 days	\$10/ Day Worked (\$1,200-\$1,500)
151-170 days	\$20/ Day Worked (\$3,020-\$3,400)
171+ days	\$30/ Day Worked (\$5,130-\$5,550)

The End of the Year Bonus is calculated by the number of days you worked at or after 120 full workdays and multiplied by the bracket multiplier. (Counting is based on days worked from 6/11 of one year to 6/10 of the next year. Counting starts over June 11th of every year.) Bonuses will be paid at the end of the school year.

If you are interested in a long-term position, please email us at suboffice@washoeschools.net with your preferred grades/subjects, best contact email, and a phone number. We will add you to our list which we share with the teachers/schools when they are in need of a long-term substitute.

Long Term Assignments:

Guest Teachers who sub for a teacher out for an extended time or guest teachers who sub in a vacant teacher allocation, are considered long term positions. These assignments are not eligible for the end of the year bonus since the pay is granted on the daily rate. Full days worked will still be counted in the event you work a \$125/ day assignment.

FULL DAY (MORE THAN 4 HOURS) * = \$150.00

HALF DAY (4 HOURS OR LESS) * = \$75.00

*Times are based on the start and end times indicated in the AESOP system.

Pay does not include the ½ hour you are required to arrive prior to the start of class.

Charter Schools

Our charter school partners determine their own rate of pay and manage their own payrolls. You will need to complete the necessary paperwork with the charter schools to ensure that you are paid

IMPORTANT: Any days worked for a charter school will not qualify for WCSD rules: 10-times-a-year work rule, End of Year Bonus or long-term pay rates.

Pay Dates

Substitutes are paid monthly. You are paid for days you work from the 11th of one month through the 10th of the next month (Ex.: Sept. 11th-Oct. 10th). Your pay will be deposited into your checking/savings account by the 22nd of each month. If the 22nd falls on a Saturday/ Sunday, the pay will be deposited on the prior Friday.

Errors in Pay

Check your check stub right away. Call Substitute Services immediately if you have not received your pay or if you feel there is an error. Payroll only gives us two days to resolve any discrepancies and issue you a supplemental check. If we are contacted late, you may have to wait until the next month to receive missing pay.

\$10 Guest Teacher Error

If you report to a school site for an assignment and the assignment has been cancelled, you have 2 options:

1. Pick up another assignment through AESOP
2. Take a \$10 Guest Teacher Error

(Note: You cannot do both. You may only do one or the other.)

Mileage Reimbursement:

Traveling Music/Itinerant Gifted & Talented – If you accept an assignment for a “traveling” Music or “itinerant” Gifted & Talented teacher, record the mileage between schools on a mileage reimbursement form (using the mileage chart), then place it in a school envelope addressed to the Music or Gifted & Talented Dept. If you have any questions, call the Music dept. at 775-861-1234 or the GT office at 775-861-4408.

Natchez Elementary – If you accept an assignment at Natchez Elementary, record your mileage from your home to the school and turn this into the School Secretary.



PAYROLL CALENDAR FY 2022-23

ESP/CLASSIFIED

CERTIFIED

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2023

2022

2023

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CLASSIFIED PAY PERIOD DEFINITION:
STARTS ON SATURDAY, ENDS 14 DAYS LATER ON FRIDAY

CERTIFIED PAY PERIOD DEFINITION: (Attendance only for Salaried Staff)
STARTS ON THE 11TH, ENDS ON THE 10TH OF THE FOLLOWING MONTH

☐ = CLOSE OF PAY PERIOD
☒ = PAY DATE

SCHEDULED HOLIDAYS 2022-2023

1. Independence Day	July 4, 2022	7. Christmas Day	Dec 26, 2022
2. Labor Day	Sept 5, 2022	8. New Year's Day	Jan 2, 2023
3. Nevada Day	Oct 28, 2022	9. ML King Jr's Birthday	Jan 16, 2023
4. Veteran's Day	Nov 11, 2022	10. President's Day	Feb 20, 2023
5. Thanksgiving Day	Nov 24, 2022	11. Memorial Day	May 29, 2023
6. Family Day	Nov 25, 2022	12. Juneteenth Day	June 19, 2023

MANDATORY CLASS



GUEST TEACHING 101

<https://www.washoeschools.net/site/Default.aspx?PageID=935>

- Click on Employee Login
- Log into MyPGS by using your District email logins
- Click on Professional Learning in the black bar at the top of the screen
- Click on Click to Search Course Catalog
- Adjacent to Course Title: Click on Contains
- Type in Guest
- Click the Search button
- Click on Guest Teaching 101
- Click on the link to View All Sections (in blue) and register for the date you desire

NEW SUBSTITUTE TEACHERS* ARE REQUIRED TO ATTEND A TRAINING WITHIN THREE (3) MONTHS OF HIRE

*Former administrators or teachers are not required to attend

**IF YOU DO NOT ATTEND A TRAINING WITHIN 3 MONTHS, YOU WILL
BE INACTIVATED IN AESOP AND WILL NOT BE ABLE TO SUBSTITUTE
UNTIL YOU ATTEND THE NEXT TRAINING**

Problems logging in or enrolling in a training?

Email: MyPGSSupport@WashoeSchools.net

About the Schools

The following resources can be found at:
<https://www.washoeschools.net/Page/717>

School Calendars

Balanced

- 1-week Fall Break
- 2 -week Winter Break
- 2-week Spring Break

Capital Projects

- These schools have a delayed start due to repairs/construction being completed.

3 Incline Schools

- These schools start & end later than Balanced calendar schools. Spring Break is also at a different time.

TMCC (Truckee Meadows Community College) Magnet High School

- We have approximately 8 teachers who work at TMCC. They utilize TMCC's calendar.

Holidays

Before and after holidays there is a higher-than-normal need for Guest Teachers. Please check AESOP and accept assignments during this time if you are available.

Bell Schedules

Use this resource (link provided above) as a general guide for assignment start/end times. Schools have early release times on Wednesdays. If you have any questions, call the school to verify.

School Locator Map

As new schools are completed, this map will be updated on our website

Directions to Schools

Please call the school if you are running late or must cancel

Administrator/Secretary List

School Secretaries will be your main contact for any questions while at the schools.

Workers' Comp Information

Report any injury to the office. They will have you complete a form. Any exposure to bodily fluids please calls Risk Management (775-348-0235). You will receive a hepatitis shot.

Guest Teacher Procedures

➤ **Before you leave home**

- Verify the absence information
 - Date, start and end times
 - school name and location
 - teacher's name

➤ **Dress professionally**

- You are a role model for your students
- Some schools have dress codes. If you have questions on acceptable attire, please contact the school directly.

➤ **We don't recommend bringing valuables to work**

- We cannot guarantee there will be a place to store your belongings

➤ **School delays or closures**

- Go to: www.washoeschools.net for the latest updates

➤ **When you get to the school:**

- ✓ Report to the office 30 minutes ahead of the AESOP time (this is not compensated). Once in the office:
- ✓ Show a photo ID
- ✓ Sign-in
- ✓ You will receive a substitute binder, keys, temporary Guest Teacher badge, etc.

➤ **Before class starts**

- Introduce yourself to teacher(s) in adjacent classrooms in case you need help
- Log into the computer (using logins that will be emailed to you)
- Review any materials and/or lesson plans left by the teacher

➤ **When class begins**

- Greet your students as they arrive
- Introduce yourself to the class
- Learn what "quiet" signal the teacher has established to help control class
- Take attendance
- Follow lesson plans and assigned duties
- Demonstrate skill in classroom management
- Be positive and respectful and maintain professional confidence in your interactions with students, school personnel, and parents

➤ **If no lesson plans are available**

- Ask a teacher in another classroom
- Ask a department leader
- Ask a student leader

➤ **Resources for Guest Teachers**

- In case you find no instructions or lesson plans, we recommend you gather some lesson plans as well as fill-in activities and bring with you to class
- There are also resources linked through <https://www.washoeschools.net/Page/713> under Teaching Resources.

➤ **Please Do Not . . .**

- Engage in activities of a personal nature (reading, using the internet, personal calls, etc.)
- Bring in your own DVDs/CDs
- Show any non-previewed internet videos
- Speak sarcastically, or voice degrading opinions

➤ **Before leaving the classroom**

- Return everything to its original location

➤ **Before leaving the school**

- Return to the office and return the Guest Teacher binder and keys.
- Sign out

➤ **Secondary teachers with prep periods or block schedules**

- Unless you are working on teacher tasks, you may be asked to assist in other classrooms

➤ **Possible assignment changes**

- A school administrator may ask you to move to another classroom than the one you originally signed up for. They appreciate your flexibility and willingness to put students first.

➤ **Guest Teacher Daily Report**

- Make copies
- Leave a summary of what occurred during the day on teacher's desk

➤ **Safety issues**

- Every school binder has a emergency plan that includes procedures for evacuation and/or lockdown situations
- NEVER LEAVE STUDENTS UNATTENDED
- Treat all threats seriously. Report any threat immediately to the school secretary

- Report any suspected child abuse to the school secretary
- There is a zero tolerance factor in regards to weapons. Report immediately to the office

➤ **Health**

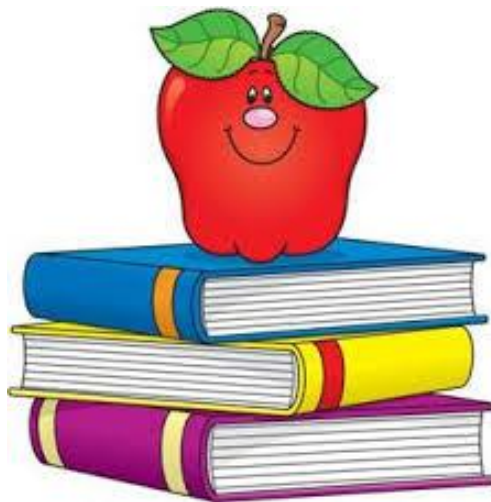
- Do not administer medicine (even aspirin) to students. Refer them to the office or nurse for supervision
- Report accidents or injuries to the office or clinic immediately
- If a student becomes ill, call for help. Send the student to the clinic accompanied by someone.
- Use latex gloves provided in the classroom if you must contact any blood or other bodily fluid

➤ **Professional boundaries**

- Use common sense in your interactions with students
- Never be alone with a student
- Leave doors ajar while speaking with (a small group of) students
- Do not invite students into your car/or home
- Do not engage students on any social media sites

➤ **Do not initiate physical contact with students**

- There are phones in every classroom. If you need assistance, call the office.



Licensing

Maintaining Your Nevada Dept. of Education License

Maintaining an active Nevada Department of Education (NDE) Substitute License is your professional responsibility and required to continue to work as a Guest Teacher. You can access a copy of your license by visiting the Nevada Department of Education website: <https://online.nvdoe.org/#/VerifyLicense>.

Renewal

You can renew your license up to 9 months prior to expiration. Each renewal will require fingerprints be completed for the Nevada Department of Education. At the time of your renewal, NDE will provide a list of approved vendors for fingerprinting. We encourage you to begin the renewal process at least 6 months before your license expiration date: https://doe.nv.gov/Educator_Licensure/Online_Portal/

If your license expires, you will be inactivated in AESOP and cannot work. Once your license is current, email us a copy of your new license to be reactivated in AESOP



Important Reminders

- **Change of Address**
 - You can update your address on Employee Online, this is important to keep updated so we know where to send your W-2.
- **Name Change**
 - You must complete the Name/Address Change form and provide your issued driver's license and Social Security card reflecting the name change. All documents must be turned into Human Resources either in person or by email to humanresources@washoeschools.net
- **Ending Your Employment**
 - Notify Substitute Services
 - If moving, be sure and change your address through Employee Online
- **10-times-a-year work rule***
 - Sub Services requires all Guest Teachers to work a minimum of 10 days per school year. Failure to meet this requirement will result in being terminated from the system.
 - *If hired after January, no fault until employed an entire school year
 - *Waiver may be given for some situations: Military leave, medical condition, etc. (documentation is required for a waiver)Contact Sub Services with any questions regarding this requirement.
- **Discipline**
 - **Unsatisfactory Evaluations**
 - Teachers may submit unsatisfactory evaluations to us based on reports from staff, parents, or students. A school administrator completes the form. They can request that you be blocked from seeing future assignments at their school. If we receive an unsatisfactory evaluation, you will receive a copy. The memo accompanying the evaluation urges you to contact the administrator to discuss the evaluation.
 - **Guest Teacher Termination**
 - A Guest Teacher may be terminated for any of the following reasons: incompetence, fraud, insubordination, gross misconduct, neglect of duty, physical or verbal abuse, and/or for accusations resulting in a criminal investigation.



May 3rd

Glossary of Terms

Here are some helpful education-related terminologies. Special education terms and acronyms.

Adapted Physical Education

This is alternative physical education for students with disabilities who cannot safely or successfully engage in unrestricted participation in the vigorous activities or the regular physical education program.

At-Risk

Every child has the potential to succeed in school and in life. Yet there are many factors that can impair a child's ability to achieve his or her full potential. Children who live in poverty, are disabled, have limited-English proficiency, and/or are raised in dysfunctional or abusive homes—these children are “at risk” of failing in school and beyond. A child may be at-risk because of one factor or a combination.

Autism

Autism is a developmental disability that significantly affects verbal and nonverbal communication as well as social interaction generally evident before age 3. Autism adversely affects a child's educational performance. Other characteristics often associated with Autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines and unusual responses to sensory experience.

Behavior Intervention Plan

This is an individualized behavior management plan written for a student exhibiting behavioral concerns which interfere with learning.

Comprehensive Life Skills (CLS)

This is typically a self-contained class working with children who have been identified as requiring a functional curriculum. Most of these children are eligible for Special Education under the category of mental retardation. Under most circumstances at least one Paraprofessional has been assigned to this program.

Day Treatment

This is a restrictive elementary school program for students with extreme behavioral and social/emotional challenges.

Developmental Kindergarten

This is a program for children who are kindergarten age. The program is similar to the Early Childhood program. Under most circumstances at least one Paraprofessional has been assigned to this program.

Early Childhood

This is a program for children 3 to 5 years of age who have been found eligible for special services under the eligibility of developmental delay. Their identified delay might be in the areas of speech language, cognitive, motor, self-help or behavior. Under most circumstances at least one Paraprofessional has been assigned to this program.

English Language Learners (ELL)

Students for whom English is not their native language are called English Language Learners.

English as a Second Language (ESL)

A course of study designed specifically for students whose native language is not English.

Extended School Year

The provision of educational and related services to students with disabilities in excess of the 185 day-school year.

Free and Reduced Lunch (FRL)

Free and reduced priced lunches are provided to students whose families fall below a minimum income threshold as determined by the Federal Government.

General Resource

In this program the teacher may work with children in a small group in a separate classroom or may work with children in the general education setting. The children assigned to this teacher have been identified as requiring specialized instruction in one or more academic areas, including behavior management.

GLAD (Guided Language Acquisition Design) Training

Teachers instruct reading and writing using the content curriculum.

Home/Hospital

This is a placement option for a student who is unable to attend school for at least 15 days as a result of physical illness, accident, or emotional crisis.

Inclusion

Special Education students go into a regular education classroom with assistance in varying degrees from the Special Education staff; each school has their own inclusion program and therefore the details vary from school to school based on the students IEP.

Individualized Education Program (IEP)

The IEP is a written education plan for a school-aged child with disabilities that is developed by a team of professionals (teachers, therapists, etc.) and the child's parents or family to meet the unique needs of students with disabilities who require specially designed instruction. This plan describes how the child is doing, specifies the child's learning needs, and describes what services the child will need.

Limited English Proficient (LEP)

LEP students are those for whom English is a second language and who are not reading or writing in English at grade level. This is another term for describing students who are English Language Learners (ELL).

Occupational Therapy

This is a related service for students whose fine motor, perceptual, and/or sensory integration impairments significantly interfere with their education.

Paraprofessionals

Paraprofessionals are those non-certified employees who assist with instruction in various

ways, including Library Assistants, Classroom Aides, Classroom Assistants, and Assistants who provide one-on-one tutoring services.

PLATO

PLATO Learning, Inc. is the original educational software company and has the capability to assess student skills, align instruction to state graduation tests, and prescribe appropriate coursework to fill in skill gaps. Designed to promote learning through interactive, real-world problem-solving activities, PLATO courseware uses visually stimulating, photo-realistic environments to engage students in interactive learning.

Pull Out Class

Students come out of class to receive additional support from a specialized teacher typically in a small group setting.

Push In Class

Special Education teacher joins a General Ed teacher to provide additional support to students.

Self-Contained

This is an educational setting where the student receives Special Education instruction for more than 60% of their instructional day. They may participate with non-disabled peers for other subjects.

Social Intervention Program (SIP)

This is typically a self-contained class that works on social skill training for children with behavior disorders. The majority of these children have behavior plans and behavioral goals as part of their educational program. Under most circumstances at least one Paraprofessional has been assigned to this program.

Speech Therapy

This is a direct or related service addressing areas of speech, language, or hearing.

Strategies

This is a program where the children require a different type of presentation of curriculum. The children will probably have a Special Education eligibility of Autism and will require some very unique forms of communication. Under most circumstances at least one Paraprofessional has been assigned to this program.

Success For All

A literacy program that has been adopted by many Washoe County School District elementary schools. Program features a very structured Literacy Block.

Title I

This term is used to describe schools receiving Federal funding. Eligibility is assessed annually.

Turning Point

Restrictive program for secondary students with extreme behavioral and social/emotional challenges.

Special Situations/Locations

ELL (English Language Learners)

You don't need to know a foreign language to teach ELL

Music Guest Teachers

If you have a music proficiency, **call the Music Dept. at 775-861-1234.**

They will share your contact information with their music teachers. Schools are prepared for non-music Guest Teachers: videos, watch them practice, etc.

Jan Evans Juvenile Detention Center

Students with behavior issues are housed here. Correction officers will always be in attendance.

Before you Guest Teach here, you must attend a 1-day training. **Call 775-325-7855 if you are interested.**

Special Education

First time subbing? Try Special Ed Resource. These students just need extra help.

More challenging classes will be listed in AESOP as:

- Social Intervention Hearing Impaired Social Resource
- Comprehensive Life Skills Strategies (Autism)

There will be Aides or Assistants in the classroom to help.

If you're going into the Special Ed Field: Take the Non-Violent Crisis Intervention Foundation Course (#13102) through the MyPGS link.

Piccolo School

This is our dedicated Special Education school. They have students with moderate to severe conditions and range in ages 3-22. Many classes have Teacher Aids/ Assistants available.

You may be required to assist with lifting, feeding, and diapering students. Don't accept if you are not willing to help in this manner.

Students with behavioral or emotional challenges

At the secondary level: Washoe Inspire, Turning Point

At the elementary level: P.A.S.S. (Positive Approaches to Student Success) Glenn Hare and Hunter Lake Elementary

AACT (Academy of Arts, Careers & Technology)

If you have vocational experience, call them at 775-861-4418 7 Academies:

- Communication Arts & Media
- Culinary & Hospitality
- Education & Training
- Engineering
- Business
- Medical
- Natural Resources & Animal Sciences

Signature Academies

For details go to: <https://www.washoeschools.net/SACTE>

Career & industry-based programs at all high schools. These programs allow students to pursue special interests, talents, or career goals.

- Agricultural Science
- Business & Marketing
- Engineering & Manufacturing
- IT, Media & Communications
- Global Studies
- Health Sciences
- Performing Arts
- International Baccalaureate

TMCC (Truckee Meadows Community College) Magnet High School

We have approximately 8 teachers who work at TMCC. They utilize TMCC's calendar and all classes are held at TMCC.

RISE Academy for Adult Achievement

Classes from 9:30 am-12 pm and 6-8:30 pm M-Th. High school equivalency classes (GED) proficiency exam classes, ESL classes, adult diploma classes (English, Math, US History, Government, Creative Writing, Media Journalism, Anatomy, and Forensic Science).

RISE Academy for Adult Achievement 775-333-5150 ext. 257 if you are interested.

