



**FEDERAL WAY
PUBLIC SCHOOLS**

Department of Human Resources
Each Scholar: A Voice. A Dream. A BRIGHT Future.

Purpose: Share information about requesting and planning for a guest teacher.

Information Only

From: David Brower, Chief Human Resources Officer
Dennis Purcell, Interim Director of Blended & Remote Learning

To: All Certificated Staff
All ESPs

Cc: Principals
Assistant Principals
Shannon McCann, FWEA President

Regarding: Guest Teachers

Team,

Thank you for all your hard work in starting the year and navigating new learning, as you take care of scholars, families, and yourself. Please read the information below about taking leaves, requesting a substitute, and preparing for a guest teacher.

Leaves:

As stated in our Letter of Agreement, we know that even in our remote setting, staff will still be taking leave when they are unable to teach due to illness, medical appointments, or other intended uses of wellness and other leaves. We encourage staff to continue to take care of themselves and take leave as needed, in line with our Collective Bargaining Agreement (CBA). If a guest teacher is required, they need to be requested in a half or full day increment, as guest teachers are paid in those increments as per our CBA.

All leaves need to be entered into Frontline, the district's absence management system, with the appropriate absence code.

Classroom coverage when staff is absent:

Our district has a team of trained and willing guest teachers. Most buildings have also identified certificated staff who do not have access to their regular body of work who can serve as guest teachers in the absence of a guest teacher as part of their contracted

duties. We have also started the year with several long term guest teachers for staff on extended leave, and those guests are teaching the classes. Finally, we have trained many day-to-day guests in Canvas and Zoom so that they are able to serve when called on.

Some teams may rather access Loss of Planning funds and distribute the students/classes or cover the classes with teachers on planning rather than request a guest teacher. That is allowable this year, while in remote setting, as long as it is coordinated with the principal. For example, if a second grade teacher knows they need to be gone next Tuesday for a doctor appointment, the other 2nd grade teachers could arrange to take the students/classes using the attached directions. LOP funds would be distributed as determined by the site.

When to request a guest teacher:

1. If the class will be covered by a staff member, either designated staff who do not have access to their regular body of work, or by the team as using “Loss of Planning” funds. Coordinate the plan with the principal/supervisor, enter the absence into Frontline, with “no sub required”
2. If the class will be covered by an approved para-educator who has their E-sub certificate, enter the absence in Frontline, and request the paraeducator as the guest teacher.
3. If the class will need to be covered by another short term or long term substitute, enter the absence into Frontline, and request a substitute.
4. As a reminder, those who have not historically requested subs, such as deans, instructional coaches, and elementary ELL specialists need to enter the absence in Frontline with “no sub required.”

Preparing for a Guest Teacher

Follow the attached directions to set up your guest in Canvas and Zoom.

Guest Teachers will initially report to the building for assignments, so that we can ensure that they have technology, and access. Long-term guests can then choose to continue to teach from the building or do so remotely.

Training and Support

The process for checking in guest teachers is addressed in the attached directions. We will also be covering this information at our office manager meeting next week.

Dennis will be offering drop in sessions for staff who have questions about the process of setting up for a short term or long term guest teacher.

We will share the basics of setting up zoom and canvas for a short term guest teacher in early October during the Wednesday PD time.

If you have circumstances where an emergency sub plans could be needed soon, we recommend you begin to make an emergency sub plan, as noted on the attached sheet.

Additional Information:

We know that other questions will arise, and we will work to continue to provide answers and collaborate as FWPS and FWEA in this new remote context.

For your information, we also have available secretarial and para-educator substitutes, and Special Education Paraeducators who have a bachelors degree can obtain an Emergency Substitute certificate from the state and serve as the guest for their cooperating teacher.

Thank you again for all you do and let us know if you have additional questions.

David and Dennis