



Highland School District #203

P.O. BOX 38 – 17000 SUMMITVIEW RD
COWICHE, WA 98923
509-678-8630 FAX 509-678-4177

Superintendent
Mark Anderson
School Board
Nikki Keller
David Barnes
Lupita Flores
Carlos López
Cindy Reed

Dear Substitute Teacher Candidate:

Thank you for your interest in Highland School District.

If you have a teaching certificate, please apply as a substitute teacher online through Fast Track at: [FastTrack \(wa-k12.net\)](http://FastTrack(wa-k12.net))

If you are interested in obtaining an Emergency Substitute Teaching certificate, please:

- 1) Apply for a Substitute Teacher position with Highland through Fast Track, see link above.
- 2) Complete [OSPI's E-Certification process. Start Here.](#) (An Educator User Guide is located on the right of OSPI's page for more help.)
- 3) You must have fingerprints on file at OSPI to obtain your Emergency Substitute Teacher certificate. You may schedule these at [Fingerprinting - \(esd105.org\)](http://Fingerprinting-(esd105.org)). These are at your expense.
- 4) Once you have created an account at OSPI, and have had your fingerprints taken at ESD 105, email me at jnotman@highland.wednet.edu to let me know these have been completed.
- 5) You will next receive an email from Julie Notman, jnotman@highland.wednet.edu at which point you need to complete the certification application process by going back to OSIP E-Certification.
- 6) Once your certificate is issued and your application is processed, you will receive an approval email and then you will need to complete a hire packet, available at our school district office.
- 7) When all hire packet documents are received in the district office, your substitute information will be entered into the Aesop scheduling program. If you have questions about Aesop please contact Melissa Benicio at 509-678-8632. Aesop will send you an email to finish setting up and customizing your account with them. Then you will be ready to substitute!

Our current substitute pay rate is \$26.67/hour, \$100.00 half-day, or \$200.00 per full day. We pay once a month - on the last working day of the month. Our pay period runs from the first to the last day of the month. You will be paid on the last working day of the month following the month in which you subbed, e.g., pay for September work will be at the end of October.

The four schools in our district are: Marcus Whitman Elementary, PreK-3, (678-8900), Tieton Intermediate School, 4-6, (678-8700), and Highland Junior/Senior High Schools, 7-12, (678-8800). If you are scheduled to work and on the morning of that scheduled day are unable to be there, you must call the secretary at the school as soon as possible so another sub may be found.

Any questions, please call Julie Notman at 509-678-8631.

Non-Discrimination Statement

The Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642) officer: Brandon Jensen, Highland Sr High School Principal, 17000 Summitview, Cowiche WA 98923, telephone (509) 678-8800, e-mail- bjensen@highland.wednet.edu. Section 504/ADA coordinator: Courtney Sund, Director of SpEd, SEL & Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone (509) 678-8859, e-mail- csund@highland.wednet.edu. Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Jr High Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone (509) 678-8800, email- dstrother@highland.wednet.edu. The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Ana Garcia, Student Services Secretary.