Manassas City Public Schools
Substitute Newsletter

Important Dates

Professional Development
March 3, April 13

Spring Break
April 6 - 10

Spring is almost here!

We appreciate all the hard work substitutes have put in over this flu filled winter. Hopefully spring will be filled with beautiful weather and a lot less germs. In this newsletter please check out the Professional Development sessions offered on March 3rd. Sign up is now open.

Jenny Higginbotham
Substitute Specialist

“Classroom management is not about having the right rules… it’s about having the right relationships.” ~ @SteeleThoughts
Substitute Handbook

The 2019-2020 Substitute Handbook is available online at https://www.mcpsva.org. Go to the “Quick Links” tab and then choose “Substitute with Us!”

Payroll Information

The 2019-2020 Pay Chart is located on the MCPS website, (page) “Substitute with Us”: https://www.mcpsva.org/Page/2415

Substitute Letter of Intent

Substitute Letters of Intent for the 20-21 school year will be emailed on June 8th to all substitutes who have worked 10 full, or 20 half days this school year. There is still plenty of time to get those days in.

Substitute Specialist
Central Office
Jenny Higginbotham 571-377-6023

Sub Coordinators
Osbourn High School
Cathy Sanders 571-377-7250

Metz Middle School
Kelly Sheldon 571-377-6816

Baldwin Intermediate
Teresa Bryson 571-921-8003

Mayfield Intermediate
Dawn Porter 571-377-6607

Baldwin Elementary
Michelle Friend 571-377-6103

Jennie Dean Elementary
Sue Deslauriers 571-377-6304

Haydon Elementary
Patty Haas 571-377-6205

Round Elementary
Chana Richitt 571-377-6402

Weems Elementary
Jessica Gloesslein 571-377-6501

“The secret in education lies in respecting the student.” ~ Ralph Waldo Emerson

Contact: Jenny Higginbotham  Email: vhigginbotham@mcpsva.org  Phone: 571.377.6023
March 3, 2020 Professional Development

10:00 am to 12:00 pm – Conversational Spanish for Substitutes

Have you wanted to communicate better with Spanish speakers? Ms. Perez-Ruiz will cover vocabulary for classroom instruction and conversation. Participants will enjoy learning key phrases to help them with instruction for all levels of Spanish speakers. Discussions will include cultural norms for Spanish speaking students, as well as best practices. Each class is limited to 25 participants. Participants will receive $25 per class.

Instructor: Laura Perez-Ruiz, MCPS ESOL Teacher.

(Lunch will be on your own.)

1:00 pm to 3:00 pm – Special Education Basics for Guest Teachers and Instructional Assistants

During this session, participants will gain information about students with disabilities, understanding the different disabilities and instructional strategies and supports commonly provided to students with disabilities. Participants will be able to take knowledge gained from this session and use it when substituting in any class that includes students with disabilities from preschool to high school. Each class is limited to 25 participants. Participants will receive $25 per class.

Instructors: Carrie Pendleton, MCPS Instructional Specialist and Jennifer Macensky, MCPS Special Education/Autism teacher

To register for any March 3 Training Session

You must RSVP for the training with the session(s) you wish to attend to HR@mcpsva.org by Monday, March 2, 2020. You will receive a confirmation and classroom location at the school where your training is located.

April 13, 2020

The Professional Development sessions for April 13th will be announced on April 1st and the details will be sent out via email notification.