

**Administrative Substitute List
Preferences**

Prior to requesting an administrative substitute for coverage, the administrator must first determine if their absence meets the current guideline and notify his/her Principal and/or Administrator of Schools.

Requests for Admin Substitutes must be submitted
through the Request for Administrative Substitute form
(link on AdminOnly/Tutorials)

Approved Administrative Substitute List

Current Sub	JPAS Cert.	Surname	Name	Level Experience	Frequency	Bio
X		Birch	James	Secondary	Any	Yes
X	X	Bishop	Robyn	Elementary/Secondary	Short Term	Yes
X		Burnside	Stephen	Elementary	Short term	Yes
X		Gibson	Kim	Elementary	Any	Yes
X		Giles	Steve (Don)	Elementary/Secondary	Short Term	Yes
X	X	Hansen	Kyle	Elementary	Any	Yes
X	X	Huff	Annette	Elementary	Any	Yes
X		Mattes	Joanne	Secondary	Any	Yes
X		Peterson	Michelle	Elementary/Middle	Short term/LT if r	Yes
X	X	Ward	Nancy	Elementary	Any	Yes
X		Wilkins	Cherie	Elementary	Any	Yes
X		Yost	Barbara	Elementary	Short term	Yes

Assistant Principal Sub Only

Current Sub	JPAS Cert.	Surname	Name	Elem/Sec	Frequency	Bio
X		Church	Charles "Dolph"	Secondary	Any	Yes
X		Gottfredson	Shelly	Secondary	Any	Yes
X		Price	Rich	Secondary	Short term	Yes
X		Price	Terry	Secondary	Short Term	Yes
X		Tilby	Dave	Secondary	Any	Yes
X		Wing	Georgia	Secondary	Any	Yes

Revised 3/25/26