



PERSONNEL OPERATIONS GUIDE

RESOURCE LIST

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Professional Associations

EE	American Association for Employment in Education 947 E. Johnstown Road #170 Gahanna, Ohio 43230	Phone Fax Email Web	(614) 485-1111 (360) 244-7802 execdir@aee.org www.aee.org
AASA	American Association of School Administrators 1615 Duke Street Arlington, VA 22314	Phone Email Web	(703)528-0700 info@aasa.org www.aasa.org
ASBO	Association of School Business Officials International 11401 North Shore Drive Reston, VA 20190-4200	Phone Fax Web	(866) 682-2729 (703) 708-7060 www.asbointl.org
AASPA	American Association of School Personnel Administrators 11863 W 112 th St., Ste 100 Overland Park, Kansas 66210	Phone FAX Email Web	(913) 327-1222 (913) 327-1223 www.aaspa.org www.aaspa.org
ASCD	Association for Supervision and Curriculum Development 1703 North Beauregard Street Alexandria, VA 22311-1714	Phone Fax Web	(800) 933-ASCD (2723) (703)-575-5400 www.ascd.org
AWSP	Association of Washington School Principals 1021 8 th Ave. SE Olympia, WA 98501-1500	Phone Fax Web	(360) 357-7951 (800) 562-6100 (360) 357-7966 www.awsp.org
CGCS	Council of the Great City Schools 1301 Pennsylvania Avenue NW, Suite 702 Washington, D.C. 20004	Phone Fax Web	(202) 393-2427 (202) 393-2400 www.cgcs.org
ERNN	Employee Relations Negotiations Network 825 5 th Avenue SE Olympia, WA 98501	Phone Email Web	(360) 671-9110 (800) 859-9272 ernn99@aol.com www.ernn.com

ERS	Education Research Services, Inc. Haynes Center, Suite 701 1459 Sand Hill Road Candler, NC 28715	Phone Fax Web	(828) 670-7873 (828) 670-7874 www.education-research-services.org
PSE	Public School Employees of Washington PO Box 798 Auburn, WA 98071-0798	Phone Fax Web	(253) 876-7407 (866) 820-5652 (253) 876-7409 www.pseclassified.org
SHRM	Society for Human Resource Management 1800 Duke Street Alexandria, VA 22314	Phone Fax Web	(800) 283-SHRM (7476) (703) 535-6490 www.shrm.org
SIRS	School Information Research Services	Phone Web	(360) 943-5717 http://www.wasa-oly.org/WASA/1_0_Who_We_Are/Partners/Affiliates/SIRS.aspx
WACTE	Washington Association of Colleges for Teacher Education	Email Web	lambert@cwu.edu www.wacte.org
WAEOP	Washington Association of Educational Office Professionals Melissa White, President	Web	www.waeop.org
WASA	Washington Association of School Administrators Bill Keim, Executive Director 825 Fifth Ave SE Olympia, WA 98401	Phone Fax Email Web	(360) 943-5717 (800) 859-9272 (360) 352-2043 admin@wasa-oly.org www.wasa-oly.org
WASBO	Washington Association of School Business Officials 284 Lee St. SW, Suite 132 Tumwater, WA 98501	Phone Fax Email Web	(360) 528-2025 (800) 524-4706 (360) 528-2028 admin@wasbo.org www.wasbo.org
WEA	Washington Education Association PO Box 9100 Federal Way, WA 98063-9100	Phone Web	(253) 941-6700 (800) 622-3393 washingtonea.org
WFTA	Washington Federation of Teachers AFT Washington, AFL-CIO 625 Andover Park West, Suite 111 Tukwila, WA 98188-3328	Phone Email Web	(206) 242-4777 aftwashington@aftwa.org wa.aft.org/

WIAA	Washington Interscholastic Activities Association 435 Main Avenue South Renton, WA 98057	Phone Fax Web	(425) 687-8585 (866) 545-8638 (425) 687-9476 www.wiaa.com
WCSA	Washington Council of School Attorneys 221 College Street NE Olympia, WA 98516-5313	Web Email	www.nsba.org/cosa/ info@nsba.org
WSIPC	Washington School Information Processing Cooperative 2121 W. Casino Rd Everett, WA 98204	Phone Fax Web	(425) 349-6600 (425) 349-6601 www.wsipc.org
WSPA	Washington School Personnel Association Curtis Leonard, Executive Director Jennifer Tottenham, Program Coordinator PO Box 1600 Anacortes, WA 98221	Phone Fax Email Web	(360) 825-1415 (253)736-0333 admin@wspa.net www.wspa.net
WSPRA	Washington School Public Relations Association 4616 25 th Avenue NE, PMB 415 Seattle, WA 98105	Phone Web Email	(509) 836-8703 www.wspra.com wspraboard@gmail.com
WSSRA	Washington State School Retirees Association 4726 Pacific Avenue SE Lacey, WA 98503-1216	Phone Fax Web	(360) 413-5496 (800) 544-5219 (360) 413-5497 www.wssra.org
WSSDA	Washington State School Directors Association 221 College Street NE Olympia, WA 98516	Phone Fax Email Web	(360) 493-9231 (360) 252-3022 mail@wssda.org www.wssda.org

LINK TO "OTHER EDUCATIONAL LINKS"

<http://www.wssda.org/Resources/Links.aspx>

Certification

Office of the Superintendent of Public Instruction

Professional Certification Office (360) 725-6400
Old Capitol Building cert@k12.wa.us
PO Box 47200 Email <http://www.k12.wa.us/certification>
Olympia, WA 98504-7200

Office of Professional Practices

Fingerprint Records (360) 725-6130
(360) 725-6135
Web <http://www.k12.wa.us/ProfPractices/default.aspx>
Email opp@k12.wa.us

Educational Service District Fingerprinting Services

ESD 101 – Spokane (509) 789-3800
<http://www.esd101.net>
ESD 105 – Yakima (509) 454-3102
<http://www.esd105.org>
ESD 112 – Vancouver (360) 750-7503
<http://www.esd112.org>
ESD 113 – Tumwater (360) 464-6700
<http://www.esd113.org/>
ESD 114 – Olympic (Bremerton) (360) 405-5801
<http://www.pesd.wednet.edu>
ESD 121 – Puget Sound (Renton) 425-917-7600
(800) 664-4549
<http://www.pesd.org>
ESD 123 – Pasco (509) 547-8441
<http://www.esd123.org>
ESD 171 – North Central (Wenatchee) (509) 665-2621
<http://www.ncesd.org>
ESD 189 – Northwest (Anacortes) (360) 299-4000
<http://www.nwesd.org>

National Board for Professional Teaching Standards (NBPTS)

OSPI - Professional Education & Certification
<http://www.k12.wa.us/Certification/NBPTS/default.aspx>

Workforce Training and Education Coordinating Board

(360) 753-5662

(Transcripts from private/technical institutions that are no longer in business.)

Recruitment and Selection

1978 Equal Employment Opportunity
Commission (EEOC) Guidelines

(800) 669-4000
www.eeoc.gov

Washington State Human Rights Commission

www.hum.wa.gov/

WSPA Washington Educator Career Fairs

Held annually in Spokane and Tacoma in the Spring
Contact: Washington School Personnel Association

Phone (360) 825-1415
Fax (253) 736-0333
Email admin@wspa.net
Web www.wspa.net

Oregon Professional Educator Fair

Held annually in April in Portland
Contact: OSPA

Phone (503) 661-5137
Email oregonfair@comcast.net
Web www.oregonedfair.com

AAEE/NWAEE

Phone (614) 485-1111
Fax (360) 244-7802
Email execdir@aaee.org
Web www.aaee.org

Colleges and Universities

Public Colleges/Universities

Central Washington University	(888) 472-6238
Eastern Washington University	(509) 359-6200
The Evergreen State College	(360) 867-6000
University of Washington	(206) 543-2100
University of Washington, Bothell	(425) 352-5200
University of Washington, Tacoma	(253) 692-4000
Washington State University	(509) 335-3564
Washington State University, North Puget Sound	(425) 405-1600
Washington State University, Spokane	(509) 358-7500
Washington State University, Tri-Cities	(509) 372-7000
Washington State University, Vancouver	(360) 546-9788
Western Washington University	(360) 650-3000

Independent Colleges/Universities

Antioch University, Seattle	(206) 734-3369
City University	(888) 422-4898
Gonzaga University	(800) 986-9585
Heritage College	(509) 865-8500
	(888) 272-6190
Pacific Lutheran University	(253) 531-6900
Saint Martin's University	(360) 491-4700
Seattle Pacific University	(206) 281-2000
Seattle University	(206) 296-6000
University of Puget Sound	(253) 879-3100
Walla Walla University	(800) 541-8900
Whitman College	(509) 527-5111
Whitworth College	(509) 777-1000

Recruitment Sources

Superintendent/Administrator Search Consultants

Mr. Lee Goeke
goekel@comcast.net

McPherson & Jacobson, L.L.C.
7905 L St., Suite 310
Omaha, Nebraska 68127
macnjake.com/
(888) 375-4814

WSSDA- Superintendent Search Manual
<http://www.wssda.org/Portals/0/Resources/Publications/suptsrchman.pdf>

Teacher Recruitment Services/Consultants

USTeach
Phone (888) 618-3224
Web www.usteach.com
Email usteach@usteach.com

Washington Education Association Joblink
http://washingtonea.org/index.php?option=com_content&view=article&id=1820&Itemid=111
32032 Weyerhaeuser Way South
Federal Way, WA 98001-9687

Mailing address: PO Box 9100
Federal Way, WA 98063-9100

Troops to Teachers (TTT)	Phone (800) 438-6851
Department of Defense	719-526-9828
Mountain Pacific Region	Fax 719-526-1557
1625 Ellis Street	Web www.troopstoteachers.net
Building 1218, Room 221	Email info@troopstoteachers.net
Fort Carson, CO 80913	

Labor Relations/Negotiations

BARGAINERS

Michael H. Rorick
Porter, Foster Rorick. LLP
Phone (206) 622-0203
Email mike@pfrwa.com

Lester "Buzz" Porter, Jr.
Porter, Foster Rorick LLP
Phone (206) 622-0203
Email buzz@pfrwa.com

Curtis Leonard
Patterson, Buchanan, Fobes, Leitch
Phone (206) 462-6707
Email cml@pattersonbuchanan.com

Donald Austin
Patterson, Buchanan, Fobes, Leitch
Phone (206) 462-6708
Email dfa@pattersonbuchanan.com

Archbright (formerly Washington Employers)
Phone (206) 329.1120
Email info@archbright.com
Web www.archbright.com

PERC Public Employment Relations Commission

Phone (360) 570-7300
Email info@perc.wa.gov
Web www.perc.wa.gov

LABOR GROUPS

WEA (Washington Education Association)	(253) 941-6700
	(800) 622-3393
AFT Washington(Washington Federation of Teachers)	(206) 242-4777
PSE (Public School Employees)	(866) 820-5652
SEIU	(253) 876-7411
Operating Engineers	(425) 806-0302
Teamsters	(206) 441-6060

Bureau of Labor Statistics	http://www.bls.gov/home.htm
State and Area Employment Data	http://www.bls.gov/sae/
Consumer Price Indexes	http://www.bls.gov/cpi/
National Compensation Survey	http://www.bls.gov/eci/
Employee Benefits Survey	http://www.bls.gov/ncs/ebs/
Occupational Compensation Survey	http://www.bls.gov/ncs/ocspubs.htm

ERNN Employee Relations and Negotiations Network

(800) 859-9272

Legal Services

School Law Firms/Lawyers

Washington Council of School Attorneys

<http://www.wssda.org/Portals/0/Documents/Policy%20and%20Legal/Council%20of%20School%20Attorneys/2015%20COSA%20Membership%20Roster.pdf>

Child Welfare Information Gateway

Children's Bureau/ACYF
1250 Maryland Avenue SW, Eighth Floor
Washington, DC 20024
Phone (800) 394-3366
Email info@childwelfare.gov

Sexual Harassment Prevention Training, Bullying Prevention Training, Investigation Training

Charles Leitch
cpl@PattersonBuchanan.com
Patterson, Buchanan, Fobes, Leitch
Phone (206) 462-6705

Pre-Employment Interviewing Training

<http://www.employment-testing.com/index.html>

Fair Labor Standards Act

Washington Department of Labor

Phone
Web

(360) 902-5800

<http://www.lni.wa.gov/workplacerrights/>

Family Medical Leave Act

Employment Law Information Network

Web

<http://www.elinfonet.com/fedindex/10>

Office of Personnel Management

FLSA Info

Web

<http://www.opm.gov/policy-data-oversight/pay-leave/claim-decisions/fair-labor-standards-act/>

Educational Testing Service

Web

www.ets.org

Washington Educator Skills Tests

Web

www.west.nesinc.com

Department of Retirement Systems

Web

www.drs.wa.gov

Legislative Matters

Legislative Hotline	(800) 562-6000
Legislative Website	www1.leg.wa.gov
Legislative Information Center	(360) 786-7573
WSSDA Hotline	(800) 562-8927
RCW/WAC (CD Rom or Online)	(360) 786-7573
Washington State Office of Code Reviser	
http://www.leg.wa.gov/CodeReviser/Pages/default.aspx	
Statute Law Committee	(360) 786-6777
Counsel for Administrative Law	(360) 753-6200

Substitutes

E School Solutions

<http://www.eschoolsolutions.com/>
(800) 776-8774
partnerssupport@teachermatch.com
Pacific Northwest & Rocky Mountain
Scott Fry
(800) 259-6963 ext. 257
sfry@eschoolsolutions.com

Technology Resources Associates, Inc. (TRA)

http://www.trasoft.net/about_tra.asp
School Software Solutions
5027 Wrightsville Avenue
Wilmington, NC 28403
(910) 799-2253

Substitute Online, Inc.

Chuck Bernasconi
(800) 735-7063
www.substituteonline.com

Frontline Technologies (formerly AESOP Sub System)

Web Jim O'Halloran
<http://www.frontline12.com/Products/Aesop.html>

Substitute Training and Orientation Materials

www.stedi.org/subs
Box 3470
Logan, UT 84323-3470
(435) 755-7800

Database Systems

WSIPC

State Database /Reporting System

(425) 349-6600

www.wsipc.org

EDRM

HR Database System

(360) 871-2795

www.alphaimage.com

Blue Ridge Networks

Automated Document Management and WorkFlow

(800) 704-5234

www.blueridge.com

Human Resource Services & Technology Solutions

hrmPlus, LLC

Sherrie Evans, SPHR

PO Box 84

Black Diamond, WA 98010

www.hrmpius.com/

hrmSupport Desk (877) 476-3375

(877) 476-3375

Office

(206) 351-9005

Cell

(360) 886-7145

FAX

Email

sherrie.evans@hrmpius.com

EMS – Educational Management Solutions

Larry Hunn

P.O. Box 1290

Murphys, CA 95247

(209) 728-2100

larry@emsaccess.com

www.emsaccess.com

Job Genie

Dictionary of 12,741 Government Jobs

<http://www.stepfour.com/jobs/>

Job Description.Com

Job Description Services

www.jobdescription.com

HR.BLR.com

Job Descriptions and other HR assistance

<http://hr.blr.com/>

Talent Ed – PowerSchool

Technology Solutions for School Districts

<https://www.powerschool.com/>

Employee Support Resources

Washington State Hospice & Palliative Care Organization

<http://www.wshpco.org/>

WSHPCO is dedicated to promoting and maintaining quality, compassionate care for those facing life-threatening illnesses.

Washington State Support Group Directory

<http://www.counselingseattle.com/resources/support-group.htm>

Washington State Employee Assistance Program

<http://www.dop.wa.gov/SiteCollectionDocuments/More%20DOP%20Services/EAP/Brochures%20and%20Posters/EAPbrochure10-12.pdf>

Conflict Resolution Assistance

American Arbitration Association

<http://www.adr.org/>

Federal Mediation and Conciliation Service

<http://www.fmcs.gov/internet/>

Public Employment Relations Commission

www.perc.wa.gov

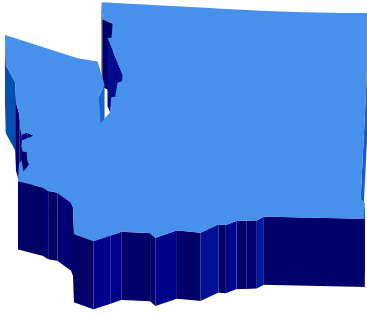
Diversity

American Association of People with Disabilities
2013 H Street, NW 5th Floor
Washington, DC 20006

<http://www.aapd.com/>
(202) 457-0046
(800) 840-8844

Washington State Human Resources

<http://www.dop.wa.gov/DIVERSITY/DIVERSITYMANAGEMENT/Pages/default.aspx>



Washington State Agencies

Office of the Superintendent of Public Instruction (OSPI)	www.k12.wa.us/
Ross Bunda, S275 Assistance	(360) 725-6308 ross.bunda@k12.wa.us
Information Technology Services	(360) 725-6384
State Board of Education	(360) 725-6025
Professional Educator Standards Board	(360) 725-6275
Higher Education Board	(360) 753-7800
State Department of Education	(360) 725-6000
Washington School Information Processing Cooperative (WSIPC) 2121 W. Casino Rd Everett, WA 98204-1472	(425) 349-6600
Department of Retirement Systems PO Box 48380 Olympia, WA 98504-8380	(360) 664-7000 (800) 547-6657
Public Employment Relations Commission	(360) 570-7300
State Auditor's Office	(360) 902-0370
Attorney General 1125 Washington Street SE PO Box 40100 Olympia, WA 98504	(360) 753-6200
Department of Labor and Industries 7273 Linderson Way SW Tumwater, WA 98501-5414	(360) 902-5800
Washington State Patrol	(360) 596-4000