

## PROFESSIONAL ASSISTANCE PROGRAM

WASA places a high priority on supporting its members 24 hours a day.

The executive staff are experienced, professional colleagues who are available to advise members on personal and professional matters in all situations related to their roles as education leaders.

Through the WASA Professional Assistance Program, active WASA members are eligible to access:

- Advice and Legal Counsel
- Legal Services
- Ethics Assistance
- Conflict Intervention
- Contract Review
- Mentorships

### Advice and Legal Counsel

WASA will provide the counsel of qualified, experienced administrators to any member who faces a problem or potential problem related to his or her professional assignment. WASA's executive director or designee will arrange for confidential help.

### Legal Services

WASA members have a \$1 million Educators Professional Liability Policy to protect them in the legal situations they face daily. Sponsored by WASA, the policy is available at no additional cost to members and can be increased to \$2 million for a nominal fee.

Members also are eligible for legal assistance with due process, contract rights, and other issues related to their professional assignment. WASA's contribution for legal assistance is up to a total of \$3,000 per individual member.

- Upon approval by the executive director or designee, initial counsel with a WASA-recommended attorney is \$500.
- The remaining \$2,500 must be approved by the WASA Professional Standards and Ethics Committee.
- For each year of uninterrupted membership, joint WASA/AASA members may be eligible through AASA for an additional \$2,000 in defense expense reimbursement up to \$20,000, with the \$500 deductible paid by WASA.

### Call WASA before you call an attorney!

Reimbursement shall not be provided for legal services obtained prior to contacting the WASA executive director or designee.

## WASA CODE OF ETHICS

We believe membership in the Washington Association of School Administrators requires a commitment to the highest standards of ethical behavior and to providing competent professional leadership to the educational program of our local school districts and to the state of Washington.

This responsibility requires the administrator to maintain exemplary standards of professional conduct; therefore, the Washington Association of School Administrators endorses the following Code of Ethics:

### The Washington School Administrator

1. Makes the success of students the fundamental value of all decision making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principles of constitutionalism and due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws, and supports the orderly and constitutional process of change.
5. Implements the governing board of education's policies and administrative rules and regulations.
6. Provides leadership within the state and community to amend those laws, policies, and regulations that are not consistent with sound educational policy and professional practice.
7. Does not improperly use his or her position to influence for personal economic gain.
8. Accepts academic degrees or professional certification only from duly accredited.
9. Maintains high standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment or release.

(continued from the previous page)

## Ethics Assistance

In 1999, the WASA Board of Directors adopted a Code of Ethics to provide guidance to WASA members. The WASA administrative team is available to provide advice and counsel for members on ethical issues they may encounter as a result of their district or professional responsibilities.

WASA provides the networking capability within the organization or in concert with other agencies to assist school districts or members in problem resolution.

## Conflict Intervention

Conflict intervention among parties within school districts is sometimes needed. Teams composed of representatives from WASA, the Washington State School Directors' Association and the Association of Washington School Principals are available to assist in diffusing conflicts between board/superintendent, board/staff, or board member/board member and to recommend positive alternatives.

## Contract Review

Whether negotiating a new employment contract or updating an existing one, WASA provides contract evaluation and recommendations to support members in a variety of employment positions.

Mentorships WASA provides peer mentors for all new superintendents. Mentors for any new or experienced WASA members will be appointed upon request.

## Mentorships

WASA provides peer mentors for all new superintendents. Mentors for any new or experienced WASA members will be appointed upon request.



### To seek assistance, please contact:

#### Tim Garchow, Assistant Executive Director

Washington Association of School Administrators  
PO Box 14459 • Tumwater, WA 98511  
360.489.3646

[www.wasa-oly.org](http://www.wasa-oly.org)  
[tgarchow@wasa-oly.org](mailto:tgarchow@wasa-oly.org)