

HANDBOOK FOR SUBSTITUTES

Educating the Future!



Midland Independent School District

**MIDLAND INDEPENDENT SCHOOL DISTRICT
615 W. MISSOURI AVENUE
MIDLAND, TEXAS 79701**

**SUPERINTENDENT OF SCHOOLS
Mr. Orlando Riddick**

**CHIEF OF HUMAN CAPITAL MANAGEMENT
Mr. Woodrow W. Bailey III**

TABLE OF CONTENTS

I. The Substitute Teacher	<u>3</u>
A. Requirements	3
II. General Information	3
A. Hours of Employment	3
B. Rate of Pay for Substitute Teachers	<u>4</u>
C. Substitute Attire.....	4
III. Responsibilities.....	4
IV. Instructional Responsibilities	4
A. Lesson Plans/Substitute Folder	4
B. Visits to the Schools/Observations	5
C. Long-Term or Day-to-Day Assignments	5
V. Procedures to Follow on a Campus	5
A. Arrival	5
B. Preparation.....	6
C. Taking Attendance and Grades	6
D. Lunch Instructions	6
E. Issuing Passes to Students.....	7
F. Leaving the Class Unattended.....	7
G. End of Day	7
VI. Student.....	7
A. Safety.....	7
B. Discipline	8
VII. Fire Drills and Tornado Drills	8
VIII. Evaluation of Substitute Teachers/Assistants/Clerical.....	8
IX. Insurance	8
A. Rate of Pay	9
B. Requirements.....	9

X. Substitute Nurses.....	9
A. Rate of Pay	9
B. Requirements.....	9
XI. Substitute Librarians.....	10
XII. Computer use and data management	11
XIII. Personal use of electronic media.....	12
XIV. Use of electronic media with students.....	12
<u>XV. TIPS FOR SUBSTITUTES.....</u>	11

The Substitute Teacher

A. Requirements

1. Complete the application process with ESS.
2. Furnish proof of completion of 30 college credit hours from an accredited university or college.
3. List three references, including names, addresses, phone numbers, and position/title.
4. Must be eligible to work in the United States legally.
5. Attend an orientation and complete required hours of observation.
6. Be fingerprinted as required by Senate Bill 9. Substitutes will pay for their fingerprinting, but will be reimbursed after working 20 cumulative days, unless you are certified, in which case you will have to pay for your own fingerprinting.

General Information

A. Hours of Employment

1. Hours may vary depending on assignment. However, substitutes accepting a full day assignment are employed for an eight hour day and shall report to duty at least **20** minutes before the school day begins at the assigned campus. If the assignment you accepted ends before the end of the work day, do not leave the campus. Notify the front office and they will place you in another classroom if needed.
2. The table below may be used to determine a half-day assignment.

	Morning Session		Afternoon Session	
	Starts	End	Starts	Ends
PK – 6	7:30 AM	11:30 AM	11:30 AM	3:45 PM
7-12	8:20 AM	12:20 PM	12:20 PM	4:20 PM

B. Rate of Pay for Substitute Teachers

1. Substitutes will be paid at the approved rate of pay for the current school year as adopted in the compensation plan by the Board of Trustees.
2. Substitutes are encouraged to maintain a personal daily record of their days worked.

3. Any questions concerning pay should be directed to the ESS District Representative.

C. Substitute Attire

Substitutes should use good judgment in the selection of clothes, hairstyles and makeup worn when substituting. Apparel and grooming that may be disruptive to the school environment **will not** be permitted. The standards for appropriate dress may differ from campus to campus.

D. AESOP System

The Frontline/AESOP system is a web-based system that allows the substitute to view online available assignments, review current assignments, cancel assignments and review personal information.

Responsibilities

- A. Change of name, address and/or phone number must be reported to the ESS. If you have a name change, you will need to provide a copy of the social security card indicating the new name.
- B. Although there is no guarantee the substitute will be called every day, the substitute will be called when needed.
 - 1. Assignments are subject to be changed by the principal once the substitute reports to the campus.
 - 2. Substitutes who are ill or will be unavailable for work should report to ESS representative as soon as possible. If an illness occurs on the weekend, the substitute should notify ESS if/when called to work for Monday morning.
- C. The substitute is hired only for the current school year.
- D. In the case of voluntary termination, a written resignation shall be submitted to ESS in the format required. ESS monitors late cancellations and late reporting to assignments.
- E. Leaving the job/assignment without the principal's permission is grounds for **immediate** termination.
- F. Money should never be left in or on the teacher's desk.

Instructional Responsibilities

- A. Lesson Plans/Substitute Folder

1. Lesson plans are found in or on the teacher's desk, box or in the office. If plans are not found, the substitute should notify the principal's office immediately.
2. The substitute has the responsibility to follow the lesson plan left by the teacher.
3. There should be a substitute folder available with relevant information about the class, schedule, procedures, etc.

B. Visits to the Schools/Observations

1. The substitute is required to observe a minimum of six hours at various schools, at different grade levels, to become familiar with specific instructional techniques, lesson plans, teaching materials used, instructional equipment and any attendance keeping procedures.
2. Arrangements for visitation must be made by contacting the principal or designee.

C. Long-Term or Day-to-Day Assignments

1. When the substitute is hired on a long-term basis any and all work assigned should be graded and recorded in the proper place unless otherwise directed by the principal.
2. The substitute should try to preserve the regular routine of the class and to perform all the duties expected of the regular teacher.
 - a. Free periods in which the students visit with each other are not allowed.
 - b. The substitute should **never** take a book or newspaper to **read, talk or text on the cell phone**, or take work to do while in the classroom. Accessing a computer for personal use is **strictly prohibited**; students require the full attention of the substitute.
3. Contact with the regular classroom teacher is of utmost importance if the assignment is a long-term assignment. In the case of filling a vacant position the substitute is responsible for all duties of the classroom teacher, while receiving direction from campus administration. This should be discussed with the principal and the principal will make contact or direct the substitute to do so as necessary.
4. The substitute is responsible for the students, equipment, and materials assigned to his/her care.

Procedures to Follow on a Campus

A. Arrival

1. Arrive at least 20 minutes before school begins.

2. The substitute must proceed to the office upon arrival at the campus.
3. Sign in on the substitute sign-in sheet. Print your name, sign your name, and include your Employee ID# which will be issued to you upon completion of the observation hours. If your assignment is for more than one day, you must sign in daily; failure to do so will cause delay in payment.
4. Substitutes will be issued campus ID cards for access to door and to gain entrance to the campus. Short-term substitutes will sign out a campus ID card daily. Long-term subs will be issued a District ID card (at the campus) that must be returned upon completion of the assignment.

B. Preparation

1. The substitute must check the lesson plans immediately upon entering the room. If there is something the substitute does not understand, he/she should check with a neighboring teacher, department chairperson, assistant principal or principal.
 - a. Check the plans for general instructions for attendance, seating charts, books and other instructional materials.
 - b. Check for the name of a student(s) who can help locate books and materials and can lend a hand in various ways. Most teachers will leave the name(s) attached to the lesson plans, grade book or substitute folder.

C. Taking Attendance and Grades

1. It is a good idea to use a temporary roll sheet to indicate grades, absences and tardies instead of writing in the teacher's grade book, unless there are specific instructions as to how and where to make entries.
2. It is imperative that accurate attendance be kept in recording student absences. Students should not be allowed to take attendance.
3. If the teacher has left instructions for grades to be marked in the grade book, it should be done in pencil. When reporting absences or tardies on the form that is sent from the office, a pen should be used.
4. If a student arrives late to class, he/she should be sent to the office for a pass (if this is the procedure in that particular school). If in doubt, ask the office. The substitute should acquaint himself / herself with the appropriate procedure.

D. Lunch Instructions

1. In some schools, the substitute will need to turn in a lunchroom count by a certain hour of the morning.

2. The substitute should not dismiss the students early for lunch. Follow the schedule outlined.
3. All substitutes have 30 minutes of uninterrupted duty free lunch.
4. If there is a lunchroom, playground, or hall duty assigned to an employee, the substitute should check information regarding this. All substitutes are required to report to whatever duty the regular employee is assigned.
5. If the substitute must leave the campus for lunch, he/she **must** check the procedure established by that campus.

E. Issuing Passes to Students

1. The substitute should never allow a student to leave the room without the appropriate pass, whether he/she is going to the nurse's office, library or another classroom.
2. The substitute should not allow more than one student at a time to leave the classroom.

F. Leaving the Class Unattended

1. The substitute should **never** leave the students unattended. If the substitute must leave the room on an emergency, a neighboring teacher should be asked to keep an eye on the class or the office should be notified so that someone can stay with the class in the meantime.

G. End of Day

1. At the end of the day, the room should be locked and left as it was found.
2. It is recommended for the substitute to leave a note to the teacher letting him/her know how the day went.
3. At the end of the day, the substitute should **report to the office or department chair** and find out what his/her status will be for the following day if necessary.

Student

A. Safety

1. Because of safety precautions, students are not to be kept after school.
2. All cases of accident or illness must be reported to the principal's office immediately.

3. Students are never to be released from the building during school hours without permission from the office.
4. Information concerning student's records is to be strictly confidential and not discussed or released without the principal's approval.

B. Discipline

1. Corporal punishment is not to be administered.
2. The substitute may not touch or become physically aggressive with students.
3. The substitute should not use profanity, sarcasm or ridicule with the students.
4. The substitute should not make students stand in the hall or outside the classroom for disciplinary purposes.
5. If a student exhibits a severe discipline problem, he/she should be sent to the office.
6. In order for the substitute to meet with success in disciplining the students, he/she must be fair, firm and consistent.
7. **Fraternization with the students is strictly prohibited.**

Fire Drills and Tornado Drills

- A. The substitute should acquaint himself/herself with the fire drill and tornado drill procedures. These are usually found in the lesson plan book, substitute folder or possibly on a bulletin board in the room.

Evaluation of Substitute Teachers/Assistants/Clerical

- A. Substitutes will be evaluated by the teacher and the principal. A copy of the evaluation will be sent to the office of Human Resource Services. A copy of the evaluation will be mailed to the substitute with the request for a conference (if necessary) when an unsatisfactory evaluation is received.
- B. If a substitute is unsatisfactory, a principal may request that the substitute not return to that campus and/or the substitute may be terminated.
- C. Any substitute who fails to follow policies and procedures or fails to carry out his/her responsibilities is subject to termination.

Insurance

- A. Workman's Compensation is the only type of insurance to which the substitute is entitled.
- B. On-the-job injuries should be reported immediately to the principal and the proper paperwork should be filled out.

Teacher Assistant and Clerical Substitutes

A. Rate of Pay

- 1. The rate of pay will be paid at the current approved rate, according to the board adopted compensation plan.
- 2. Substitutes who work ten days or more in a vacant position will be paid at the current approved rate of pay for a long-term assignment.

B. Requirements

- 1. Complete and turn in an application.
- 1. Complete orientation and six hours of observation. The substitute will be paid for the orientation hours upon completing the first substitute assignment.
- 2. Furnish a copy of a high school diploma or GED.
- 3. Must be able to type and have some computer skills (clerical).
- 4. Must speak, read and write English.
- 5. Must be eligible to work in the United States legally.

Substitute Nurses

A. Rate of Pay

- 1. Substitute nurses are paid at the current approved rate of pay according to the board approved compensation plan.

B. Requirements

- 1. Complete and submit an application.
- 2. Complete orientation and six hours of observation. The substitute will be paid for the orientation hours upon completing the first substitute assignment
- 3. Submit a copy of a valid Texas RN or LVN License.

4. Must be eligible to work in the United States legally.

Substitute Librarians

A. Rate of Pay

1. Substitute librarians are paid at the current approved rate of pay for substitute teachers.

B. Requirements

1. Complete and turn in application.
2. Complete orientation and six hours of observation. The substitute will be paid for the orientation hours upon completing the first substitute assignment.
3. Must be eligible to work in the United States legally.

Computer use and data management

The District's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the District
- Does not unduly burden the District's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are **not confidential** and can be monitored at any time to ensure appropriate use.

Substitutes who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Substitutes with questions about computer use and data management can contact the Technology Department.

Personal Use of Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chatrooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications. If a substitute's use of electronic media interferes with the substitute's ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including termination of employment. A substitute who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- See Employee Handbook for complete listing of policies and procedures.

Use of Electronic Media with Students

A substitute may not communicate through electronic media with students who are currently enrolled in the district.

A substitute is not subject to these provisions to the extent the substitute has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

TIPS FOR SUBSTITUTES

- ✓ *When possible, locate the school the day before your assignment.*
- ✓ *Be at least 20 minutes early to your assignment.*
- ✓ *Familiarize yourself with procedures, lesson plans, building layout, etc.*
- ✓ *Be prepared! Students know when you are bluffing.*
- ✓ *Be fair, firm and consistent.*
- ✓ *Do not shout above the noise. Pause and wait for their attention.*
- ✓ *Remain calm!*
- ✓ *Praise efforts and good behavior.*
- ✓ *Listen to students and demand that they listen, too.*
- ✓ *Reprimand in private; praise in public.*
- ✓ *Learn students’ names as quickly as possible and call them by name (correct pronunciation is a plus).*
- ✓ *Call on every student to answer questions and/or participate in the lesson.*
- ✓ *Give students every opportunity to succeed.*