

**ITALY ISD**

**Substitute  
Teacher  
Handbook**

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Dear Substitute:

**Welcome to Italy ISD!** We are pleased that you have chosen to work with the children of our district and sincerely hope your experiences here will be successful ones.

As you teach at the various IISD campuses, we expect you to bring quality instruction to the classroom. You will find the support you need from our instructional and office personnel. Although the campuses within IISD have their own unique characteristics and programs, the key component throughout the district is providing for the academic success of all students.

We look forward to working with you this school year--**you are an integral part of our instructional program.**

Sincerely,  
Italy ISD Administration

## **MISSION STATEMENT**

The mission of the Italy Independent School District is to prepare all students academically. The mission of Italy Secondary School is to provide quality education to the students by affording the opportunities to develop the ability to think logically, independently, and creatively. Our vision at Stafford Elementary is to maintain high expectations for academic success resulting in a solid educational foundation for each student. Our instructional program produces a mastery of basic skills, a positive attitude, a sense of personal self-competence, and a desire to continue learning.

# Campus Administrators & Secretaries

## **Stafford Elementary**

Pamela Thomas, Principal  
Maggie Westrick, Counselor  
Kim Varner, Secretary

## **Italy Junior High/ High School**

Eric Janszen, Principal  
Angela Muirhead, Secretary

## **Administration Building**

Lee Joffre, Superintendent  
Natasha Blackburn, Director of Finance  
Danette Dearing, Exec Admin. Asst.  
Lisa Jacinto-PEIMS Coordinator

# GENERAL INFORMATION

## I. APPLICATION PROCESS

Complete an on-line application.  
Criminal History Background Check Form.

**FINGERPRINTING:** It is now required by Senate Bill 9 2008 that all substitute teachers be fingerprinted. The Texas Education Agency (TEA) has contracted with Morphis Trust to complete the finger printing process for the state. The Substitute Specialist will procure a fingerprint pass from TEA for each substitute following the orientation. The substitute will then make an appointment to be fingerprinted. After you are fingerprinted, bring the receipt to the Superintendent's Secretary. Fingerprint results will be sent to the Superintendent's Secretary. The substitute will be responsible for the cost of the fingerprinting services.

Once a fingerprinting fast pass is available it will be sent to you for fingerprinting to be completed. The administration office will receive an email when the process is complete. You will then be added into AESOP our substitute tracking system and given a login and password with additional paperwork that will need to be filled out and returned.

Provide copies of the following documents:

- Driver's license and social security card (These are preferable but other documents may be used. See back of I-9 form for a complete list.)
- Copy of college transcript(s) – 4 year degree only
- Copy of high school diploma- Mandatory to sub

**IMPORTANT NOTE:** In order to receive higher pay, copies of transcripts must be provided.

## II. IMPORTANT TELEPHONE NUMBERS

Administration Office 972-483-1815  
Stafford Elementary Office 972-483-6342  
Italy JH/HS Office 972-483-7411

### **III. HOURS**

#### **School hours:**

Elem campus	7:30A.M - 3:30 P.M.
High School campus	7:30A.M - 3:30 P.M.

#### **Substitute hours:**

Full day: See school hours above.

Half day: Any time period of four hours or less

#### **Administration Building:**

7:30 A.M. - 4:00 P.M.

### **IV. SUBSTITUTE CALLING**

Italy ISD has the Aesop system in place for substitute placement. You will be provided a login and pin number for use in Italy ISD Aesop system when you are added to the substitute call list.

### **V. CANCELLATION OF ASSIGNMENTS**

During the course of the school year, there may be a time when an assignment may be cancelled. You will be notified as soon as possible if you are no longer needed.

If there is a time when you need to cancel an assignment you may do so by logging into Aesop to cancel your assignment. If there is no time then contact the campus secretary. Please cancel your assignment as soon as possible so that the job can be reassigned and the position does not go unfilled.

## **VI. SICK DAYS**

If the substitute employee arrives on campus and becomes ill, please notify the campus office as soon as possible. If a replacement substitute is secured for the day, the replacement will be paid the daily rate or half-day rate depending on the arrival time. The substitute that was replaced may receive half-day pay if the replacement sub is not found in a timely manner. The substitute that was replaced **may not** receive pay if the replacement sub arrives before 11:00.

## **VII. DRESS CODE**

All employees shall observe modesty, appropriateness and neatness in clothing and personal appearance. Teachers are professionals and should dress accordingly. Teachers are models for their students in their dress. Each campus may have special dress days, i.e. Hawaiian day, western day, NFL day, etc. Jeans should not be worn unless there is a designated "jeans" day. The substitute may or may not choose to participate in these special days. The campus secretaries will inform the substitutes about these days if /when informed by the campus personnel.

The district shall have the right to appraise any current fashion and determine whether it is appropriate or inappropriate for school wear. The district has the right to ask employees to change their attire if it is of such nature that it provokes unfavorable comments.

## **VIII. SMOKING ON SCHOOL PREMISES**

Smoking is prohibited within any school or administration building and on school property (**including parking lots**).

## **IX. CELL PHONES**

Cell phone usage should be limited to breaks or lunch time. Please do not use cell phones while in class or in hallways.



# PAYROLL INFORMATION

## I. PAY RATES

Teacher Substitutes, Certified (Valid Certificate) \*If an assignment extends past 15 days, the rate increases to \$100 per day.

	\$80.00
One-half day (1-4 hours)	\$58.00

Teacher Substitutes with a Bachelor's Degree	\$70.00
One-half day (1-4 hours)	\$48.00

Teacher Substitutes without a Bachelor's Degree	\$60.00
One-half day (1 – 4 hours)	\$38.00

## II. PAY DATES / EMPLOYEE ACCESS TO PAY INFORMATION

**Payroll** is done on a monthly basis. Pay day is normally the 15<sup>th</sup> of each month. The payroll department will provide you with the payroll schedule at the beginning of the year or at the time you are added to the substitute list. It is your responsibility to keep up with your time to make sure you are paid correctly.

## III. Extended Rates (Professional and Paraprofessional)

If a person substitutes for 15 consecutive days for the **same individual**, the regular daily rate of pay will increase to \$100 per day, starting on the **16th day** for a substitute that **hold a certificate**.

**These rates are not retroactive.**

## IV. Long Term Substitute Positions

Beginning with the 2004-2005 school year, Long Term Substitutes were required to be in compliance with the “No Child Left Behind” parameters. A Substitute must be Certified and Highly Qualified in the state of Texas to accept Long Term Substitute positions. To be considered “highly qualified,” an educator must have at least a bachelor’s degree, full state (Texas) certification, and demonstrated competency in the subject area.

Each substitute is encouraged to keep a personal record of assignments and days worked at each campus. If there is a discrepancy on a paycheck, the

specific campus will be called to verify information. The verification will be based on the campus information.

## V. WITHHOLDINGS

1. **Federal withholding taxes** based on W-4 information is withheld from your check.
2. **Medicare withholding** is 1.45% and the district matches that amount.
3. **In lieu of social security, part-time, seasonal and temporary (PST) employees who are not eligible for TRS must participate in our PST program.** Each month 7.5% of your check will be placed in this account. Guidelines for participation and withdrawals will be administered in accordance with current tax law provisions. **This is a mandatory program.**

## VI. RETIREMENT BENEFITS

If you are employed by a school district in the state of Texas as a substitute teacher for at least 90 days within a school year, you may be eligible to purchase one year of retirement with the Teacher Retirement System (TRS). You may combine days worked in Italy ISD with days worked in other districts. Contact the Business Office if you would like verification of days worked.

## VII. CREDITABLE YEARS OF SERVICE

Certified teachers who substitute at least 90 days are qualified for one year of creditable service for salary increment purposes. IISD will provide service records for all certified teachers. To obtain a copy of your service record, contact the Administration Office.

## VIII. EMPLOYMENT AFTER RETIREMENT

If you have retired from teaching under the Teacher Retirement System (TRS), you **must** notify the Payroll Department when you are hired as a substitute teacher. TRS retirees may work as substitutes at no more than the daily substitute pay rate for up to sixteen days per month. Payroll **must be** notified of the TRS retirees so that the days worked can be reported to TRS.

Senate Bill 9 permits a service retiree to work an unlimited number of days as a regular substitute. However, the number of days **disability retirees** may work

per school year as a substitute or half-time employee is 90 (days). Working any portion of a day is considered having worked one day. Again, please make sure the payroll department is notified so TRS reporting may be done. **Monthly benefits may be forfeited if an employee exceeds the 90-day limit.**

## **SUBSTITUTE TEACHER RESPONSIBILITIES**

### **ARRIVAL ON CAMPUS:**

- Report to the campus office.
- Follow check-in procedure at campus.
- Collect room keys and class schedule.
- Check teacher's mailbox.
- Ask to see a copy of the campus discipline plan, if one is not provided to you.
- Ask if there is anything out of the ordinary happening on campus that day (i.e., different bell schedule, assembly, programs, etc.).
- Check to see if teacher has extra-duty assignments.
- Acquaint yourself with fire and safety-drill regulations and assigned exits.

### **ARRIVAL IN CLASSROOM:**

- Introduce yourself to team teachers and others in your area.
- Secure class rolls or teacher's grade book.
- Check classroom and/or work area for lesson plans.
- If lesson plans are NOT furnished, ask the principal, or team leader.

### **CLASSROOM TIME:**

- Closely follow the schedule of the regular teacher. The class time should not vary unless a specific directive by the building principal is issued. If you are unsure of the schedule, ask the principal or other teachers in the building.
- Follow the teacher's lesson plans as closely as possible.
- Circulate and supervise.
- Paperwork should be dealt with during your conference period if possible. Organize and grade all assigned work.
- Under **NO** circumstances should students be placed in an unsupervised situation. The substitute is to remain with his/her classes during all designated class times, during group travel in the hallway, all assemblies, etc.

- Substitutes are responsible for directing their classes to lunch, electives, PE, recess, etc. Travel in the hallways is expected to occur in a quiet and orderly manner.
- Supervision of halls and corridors is a responsibility of all teachers, especially when students are coming into the building, leaving the building at bell times, or passing between class periods.
- Report any accidents to the principal or school nurse immediately.
- Corporal punishment is **NEVER** to be administered.
- Maintain good order and create conditions conducive to learning. The regular classroom teacher is ethically responsible for school property as well as the welfare of the children, and no less is expected of the substitute teacher.
- **Any outsider** who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the principal's office. **No** student should be released from the classroom without an official notice from the school office.
- Substitute teachers are expected to keep confidential any information about the school (pupils, teachers, parents, and principals) which might be gained while substituting. Concern growing out of the substitute teaching experience should be addressed through the proper administrative channels.

#### **END OF DAY:**

- Leave a brief summary of the work completed, or not completed, as well as other information that would be helpful to the classroom teacher (e. g., lessons covered, student behavior, etc.).
- Have students help return materials and/or equipment to the proper place.
- Sign out in the campus office.

# CLASSROOM MANAGEMENT

- Substitute teachers are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other irregularities that may occur. As temporary members of the faculty, substitute teachers are charged with the responsibility of maintaining proper building procedures and rules of conduct. They are equally obligated to correct students for misconduct in the building or on the school grounds.
- Every reasonable effort should be made by substitute teachers to attempt to solve problems before they are referred to the principal. Occasionally something may occur which warrants the exclusion of a pupil from the classroom. Exclusions from class by the teacher in charge are to be referred to the principal or designee.
- Substitute teachers should, at all times, exhibit to their pupils a reasonable degree of dignity, courtesy, and congeniality.
- Substitute teachers should maintain effective order and control at all times and will be supported in reasonable efforts to accomplish this objective.  
**CORPORAL PUNISHMENT MAY NOT BE ADMINISTERED BY SUBSTITUTE TEACHERS.** The use of physical force by a substitute teacher should be limited to those situations where it is necessary to prevent injury to another person or oneself or for the preservation of property.

An example of five behaviors teachers may typically determine they need from their students.

- a. Follow directions.
- b. Complete all assignments.
- c. Do not leave the classroom without permission.
- d. Keep hands, feet, and objects to oneself.
- e. Raise hand before speaking.

Other specific behaviors teachers typically want and need from their students:

Maintain low noise level; do not fight; do not steal; line up; come to class on time; listen to who is speaking; speak one at a time; do not cuss or swear; clean up; tell the truth; do not destroy property.

# **SUBSTITUTE TEACHER PERFORMANCE**

## Exceptional Performance

When a principal or teacher recognizes a substitute performing exceptionally, they are encouraged to e-mail the Substitute Specialist. The e-mail is copied and placed in the substitute's folder. The e-mail is then mailed to the recognized substitute.

## Reporting Poor Performance

To report poor performance and/or request that a substitute not teach at their campus, the principal must:

1. Call the Business Office and detail the concerns/problems
2. Follow up the verbal request in writing

## REASONABLE ASSURANCE OF EMPLOYMENT

The Italy Independent School District will provide you with reasonable assurance of employment for the 2017-2018 school year on the same substitute basis that existed during the past school year. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school wages during any scheduled school breaks, including, but not limited to, the summer, Christmas, and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court-orders, public insurrections, war, etc.)

Nothing contained herein construes an employment contract. Your continued employment with IISD is on an "at-will" basis. "At-will" employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. "At-will" employees are free to resign at any time for any reason or for no reason.

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Signature

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Date

### **How to be a successful Italy ISD Substitute**

- Ask for help when needed.
- Avoid making comparisons of schools, students, or school personnel.
- Avoid threats.
- Be as prepared as possible.
- Be enthusiastic.
- Be firm.
- Be patient.
- Be pleasant.
- Be prompt.
- Deal with each child in a kind and just manner.
- Do not leave students unsupervised.
- Do your best at all times on all assignments.
- Follow normal classroom procedures.
- Have a sense of humor.
- If possible, keep up on the progress and changes in teaching methods and curriculum.
- Maintain dignity.
- Maintain high standards.
- Make a reasonable effort to respond to all calls for substitute teaching.
- Make directions clear and concise.
- Report any serious situations or problems to the principal/assistant principal.
- Respect each child.
- Respect the confidence of fellow teachers.
- Respect the confidential information contained in school records.
- Support school policies.
- Talk *with* students, not *at* them.