

**Windthorst Independent School District**



**Substitute Teacher Handbook  
2019 – 2020**

# **WINDTHORST ISD SUBSTITUTE HANDBOOK**

## **TABLE OF CONTENTS**

Campus Administration	4
Selection Procedures	5
Certification Status	6
Personnel File/Required documents	6-7
Daily Rates	8
Position Expectations	9
Employee Dress Code	10
Professional Attitude	10-11
Hints for Successful Classroom Management	11-12
Attendance Procedures for Substitutes	12-13
Substitute Eligibility for Health Insurance Coverage	14

# Substitute Handbook Receipt

---

Name

I hereby acknowledge receipt of a copy of the Windthorst ISD Substitute Teacher Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign and date this receipt and forward it to Heather Crain by Friday, September 6, 2019.**

# WINDTHORST ISD

## Campus Administration

<b>Windthorst Elementary</b> , Ann Armendarez – Principal	
Diane Herndon, Secretary	940-423-6679
<b>Windthorst Junior High / High School</b> , Roy Longcrier – Principal	
Stacy Schroeder, Secretary	940-423-6680

## District Administration

<b>Lonnie Hise</b> , Superintendent	940-423-6688
<b>Heather Crain</b> , Administrative Assistant	940-423-6688
<b>Darla Tackett</b> , Director of Student Services	940-423-6608
<b>Juhree Vaughn</b> , Business Manager	940-423-6686
<b>Krystal Fillingim</b> , PEIMS Coordinator	940-423-6688

## **SUBSTITUTE SELECTION AND PLACEMENT PROCEDURES**

### **Selection Procedures**

Persons interested in substituting in the classrooms of the Windthorst Independent School District should complete an online application at [www.windthorstisd.net](http://www.windthorstisd.net). Once approved, all substitute teacher applicants should attend the WISD Substitute Teacher Orientation held with the campus principal.

If they haven't done so already, applicants must be fingerprinted according to TEA regulations. Applicants who need to be fingerprinted will receive an email with information on how to make an appointment to be fingerprinted.

After all required paperwork has been submitted, the applicant will be added to the substitute roster. The position of substitute staff member is a part-time, non-contract, as-needed position. The District has no obligation to guarantee assignments. Substitute staff members' names may be removed from the roster if they fail to meet the expectations required of the position.

### **Placement Procedures**

Campus Secretaries call substitutes as needed. Substitutes will be called as soon as possible.

## **CERTIFICATION STATUS**

Certified substitutes are those who hold a valid teaching certificate. Degreed substitutes are those who hold a degree from an accredited college or university. Non-certified substitutes are those who meet all other qualifications, but do not hold a degree or a teaching certificate.

## **PERSONNEL FILE**

The following items are required to complete a substitute personnel file. The file must be complete before a person's name is submitted for approval and placed on the substitute roster.

### **Certified & Degreed Substitute**

1. A completed online application (including Criminal History authorization) at [www.windthorstisd.net](http://www.windthorstisd.net)
2. A copy of college transcripts showing degree earned from an accredited college or university and a copy of your teaching certificate, if applicable
3. Copy of Current Driver's License
4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of Confidentiality
7. W-4
8. Direct Deposit Authorization w/voided check
9. Substitute Handbook Receipt

### **Non-Certified Substitute**

1. A completed application on-line (including Criminal History Authorization form) at [www.windthorstisd.net](http://www.windthorstisd.net)
2. A copy of high school diploma or transcript, GED or equivalent
3. Copy of current Driver's License

4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of Confidentiality
7. W-4
8. Direct Deposit Authorization w/voided check
9. Substitute Handbook Receipt

**If you have not been fingerprinted through TEA to work in a Texas school district, a FAST PASS will be mailed or emailed to you, in accordance with your preference. Please contact Heather Crain to start the process for this. You must follow the instructions on the FAST PASS to set up an appointment to be fingerprinted. After you have been fingerprinted, bring your receipt to the Superintendent's office located at the WISD administration building. Only then will your name will be placed on the Substitute Teacher List.**

## **SUBSTITUTE TEACHER RATES**

### **Daily Rates**

Non-degreed, non-certified substitute: \$60.00/day

Degreed or certified substitute: \$75.00/day

### **Half-Day Rates**

Non-degreed, non-certified substitute: \$30.00/day

Degreed or certified substitute: \$37.50/day

### **Long-Term Substitutes**

Long-term substitution refers to a situation in which a person substitutes for the same teacher in the same assignment for more than thirty (30) consecutive days. Long-term substitutes are involved in planning for instruction and evaluation of students. They are expected to attend faculty meetings, in-services and staff development meetings, as well as other responsibilities assigned to permanently employed teachers.

The following provisions apply to those substitutes engaged in a long-term assignment:

- Work thirty (30) consecutive days; long-term status begins on the **thirty-first day (31<sup>st</sup>)**.
- Pay as a long-term substitute is retroactive to day one of the assignment.
- Rate: \$100.00/day

\*The Department of Labor has determined that substitute teachers whose primary responsibility is teaching the same subjects as the everyday teacher for whom they substitute are exempt under the FLSA.

### **Paraprofessional Substitutes**

There is no "long-term" substitution for paraprofessionals.

### **Benefits**

A substitute position is strictly a part-time, at-will position. Please see Substitute Eligibility for Health Insurance Coverage on page 14 for more information.

## POSITION EXPECTATIONS

(Use of cell phones in classrooms is strictly prohibited.)

1. **Substitutes should plan to arrive at school by the scheduled time given by the campus secretary.**
  - a. Check in with the campus secretary and determine the location of the classroom.
  - b. Clock in and out daily. Please contact Juhree Vaughn for password.
  - c. Inquire about special duty assignments.
  - d. Review the lesson plans and materials.
  - e. Review Substitute Teacher Folder (Emergency Management Plan).
  - f. Become familiar with the location of the restroom and office.
  - g. Check with the school secretary during any scheduled conference periods. Substitutes could be assigned other duties during conference periods.
  
2. **Supervision of students is a classroom management and a safety responsibility. STUDENTS SHOULD NEVER BE LEFT UNSUPERVISED.**
  
3. **Greet the students at the door or as they enter the area.**
  - a. Direct students to their seats.
  - b. Create a quiet, business-like atmosphere.
  - c. Remain standing to organize the class.
  
4. **Check the roll early in the class period using one of the following methods (For details on how to report attendance, see "Attendance Procedures" on page 11):**
  - a. Check off names as students arrive
  - b. Move quietly among the students, checking against a seating chart
  - c. Call roll.

**Be careful to avoid delays or informality by chatting during the process.**
  
5. **Prepare for instruction.**
  - a. Place the assignment on the board or overhead projector before students arrive.
  - b. Immediately involve students.
  - c. Give a brief overview to get students started.
  - d. Your degree of involvement with the lesson will vary greatly according to the subject area, the assignment and your background. Do not hesitate to share your understanding. If you are unfamiliar with the content, circulate among the students and select students who are progressing well to answer questions or help others.
  - e. Lesson plans should be followed as closely as possible.
  
6. **Organize the "little" details so that student movement is minimal:**
  - a. Have students pass papers to the front of each row and count them.
  - b. Have students place homework/test papers on the corner of their desks and pick them up.

- c. Do not permit wandering, pencil sharpening, throwing away trash, unnecessary restroom breaks, etc.
  - d. Make use of student monitors to assist in collecting materials or passing the trash can rather than having students move around the room.
7. **Be prepared with time-fillers appropriate for the grade level.**
  8. **Check out for the day.**
    - a. Collect all papers and store in the teacher's desk.
    - b. Make notes for the teacher indicating class progress and/or leave appropriate message.
  9. **The dress code for substitutes, like that for the regular teacher, requires a neat professional appearance. Substitutes given a physical education/regular classroom assignment are expected to dress appropriately for each assignment.**
  10. **Building personnel are available for assistance. Do not hesitate to ask for help.**

### **WISD Employee Dress Code**

**In general, employee dress should be moderate and express employment in a public school. Employees should set themselves apart from students by their choice of clothing.**

#### ***Jean Day Dress Guidelines***

Jean Day will be on Fridays at WISD during the school year. Employees may wear jeans if the following guidelines are followed:

- Jeans, which are clean, neat, and in good condition.

### **PROFESSIONAL ATTITUDE**

The substitute has a professional obligation even though he/she is not a regular teacher. Extreme caution should be used in expressing personal reactions and derogatory opinions about activities in the classrooms of the various schools. If there is a problem, a practice or a policy of the school with which you disagree, or a suggestion you wish to make, the principal of the school is the person to whom comments should be directed. The principal is the person to take proper actions to solve problems or explain fully all the details of whatever is questioned. An individual child's education progress is the confidential information of the staff of the school just as is a medical case with a doctor. It is not to be

discussed outside the school. It is unlikely that you will encounter serious discipline problems. It is our belief that when children are involved in relevant and interesting activities, undesirable behavior will be reduced to a minimum. Questions or concerns regarding student management should be directed to the campus principal. The substitute should NOT attempt to restrain a student or become involved in a verbal confrontation at any time. The substitute is responsible for seeking assistance from another teacher or administrator if a negative situation begins to escalate.

## HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

1. Start the day out quickly, firmly and concisely. Be pleasant. Appear confident. Let the students know “anything doesn’t go.” The substitute teacher’s first words and actions usually go a long way to set the day’s discipline. You must command respect with your actions.
2. Get the students busy at the beginning of the day. **KEEP THEM BUSY!**
3. Problems might be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
  - a. “Raise your hand if you can tell me where the attendance folder is.”
  - b. “Raise your hand if you know the names of absent children.”
  - c. “John, where is the handwriting paper?”
4. Students are likely to say: “This is not the way our teacher does it.” Tell them at the beginning: “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” However, children often feel more secure when they follow an established routine, so try to hold to the time schedule and other “anchor” routines.
5. Complement things in the room (if applicable) and inquire about the things around the room, especially if they look like student projects.
6. Put conversations and discussions on the students’ level, but do not talk “down” to them. Involve the students.
7. With any group, an effective substitute teacher will:
  - a. Smile
  - b. Be friendly
  - c. Show enthusiasm
8. Know the students’ names. Pick out the “disruptive children” and have them help you — even the smallest task can put them on your side.
9. Remain calm and relaxed. Don’t lose your “cool.”

10. Maintain established routines as much as possible.
11. **BE POSITIVE!** Try and see that every student has some success or praise each day. Just a pleasant word or an appreciative smile works wonders.
12. Firmness is important. Children need to know you **can and will** control any situation. **BE FIRM, BUT KIND!**
13. Keep students busy and engaged on-task.
14. Seek assistance from another teacher if difficulties or questions arise during the school day.

## **Attendance Reporting Procedures**

- \* Use black/blue ink only. Never use colored ink, pencil or white out.
- \* If you make a mistake, mark through it and initial the correction.
- \* Sign/date the document and print.
- \* If the student is not in class, mark them absent by circling "A." Even if you know they are in In-School Suspension (ISS), the front office, the nurse's office, etc., they should be marked absent.
- \* If the student comes to your class **no more** than 10 minutes late, circle "T."
- \* If the student comes to your class **more** than 10 minutes late, circle "A" and make a note on the form: "More than 10 minutes late."
- \* Turn in any absence/tardy notes the students give you to the Attendance Clerk at the same time the attendance sheet is collected.
- \* Leave a note for the teacher indicating which student/s was absent. This will alert the teacher that the student needs make up work.
- \* If there is ever an issue or you have a question, contact the campus attendance clerk, secretary, or leave a sticky note on the attendance sheet.

**Campus Attendance Clerks:**

Windthorst Elementary / Intermediate: Diane Herndon, 940-423-6679,  
diane.herndon@windthorstisd.net

Windthorst Junior High / High School: Stacy Schroeder, 940-423-6680,  
stacy.schroeder@windthorstisd.net

## Substitute Eligibility for Health Insurance Coverage

Windthorst ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Windthorst ISD.

Although the district reasonably expects most substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

All newly hired substitutes must enroll in or decline medical coverage within 31 days from date of hire. Returning substitutes must enroll in or decline medical coverage during the annual open enrollment period every August. If you decline coverage, you cannot enroll again until the next plan year, unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. You must submit payment for one calendar month with your enrollment form. The premiums for subsequent months will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the last day of the preceding month. If the last day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- you do not accept at least 5 offered assignments per year
- you do not timely return a letter of reasonable assurance

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore you would not be eligible for COBRA. Please print out this form, check the appropriate choice, complete and sign the form and return to your campus or department secretary for collection by HR.

\_\_\_\_ I respectfully decline the offered Health Insurance.

\_\_\_\_ I wish to enroll for the Health Insurance. (Please contact Juhree Vaughn in the district's Administrative Office, 940-423-6688, to enroll)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date