

East Chambers Independent School District



Substitute Handbook

East Chambers ISD
1955 State Highway 124
Winnie, TX 77665
www.eastchambers.net

Superintendent
Scott Campbell

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Table of Contents

Introduction.....

Campus Information and Hours.....

Application Process and
Information.....

- Applying
- Job Description
- History Check
- Substitute Rate of Pay
- Remaining a Substitute
- Hours of Duty
- Change in Personal Status
- Unemployment Compensation
- Substituting After Retirement

Responsibilities.....

- Training
- Dress Code
- Confidentiality
- Beginning of Day
- End of Day

AESOP.....

- Vacant Positions
- Emergencies
- Availability
- Late Arrival

General Information.....

Helpful
Information.....

- Daily Work Log
- District Calendar
- Office Extensions
- General Discipline Form
- End of Day Template
- Keys to Being a Star Substitute

Dear Substitute Teacher:

Welcome to East Chambers Independent School District! You are a fundamental part of our district, and it is your involvement and availability that enables our programs to continue, when the classroom teacher or aide is away from campus.

This handbook has been prepared for you to provide the guidance necessary for coordination with the regular teacher's or aide's assignment.

If we can be of assistance, please contact Christy Ridgaway at 409-296-4307. You may also contact me, at the same number. We appreciate your service to the faculty, staff, and students of East Chambers ISD.

With best of wishes,

Nicole Touchet
Human Resources Director

District and Campus Contact Information

Central Administration
Superintendent - Scott Campbell

Campuses

East Chambers High School (9-12) 234 E. Buccaneer Drive (409) 296-4184 8:25 PM-3:45 PM	Principal Counselor Secretary Secretary	Allen Koch Tammie Gilfillian Trini Lezak Deanna Quave
East Chambers Junior High (6-8) 1931 State Highway 124 (409) 296-8143 8:25 PM-3:45 PM	Principal Counselor Secretary Secretary	Lou Ann Rainey Lauren Richard Anna Avalos Shanda Kahla
East Chambers Elementary School (3-5) 2045 State Highway 124 (409) 296-6802 8:20 AM-3:40 PM	Principal Counselor Secretary	Becky Dale Leslie Todd Secretary Jennifer Soileau
East Chambers Primary School (PK-2) 316 East Fear Road (409) 296-2980 8:15 PM-3:35 PM	Principal Counselor Secretary Secretary	Andrea Smith Jennifer Smith Christina Rojas Pam Moore

Sub Hours for all campuses: 8:00 AM- 4:00 PM

Application Process and Information

I. An application for employment as a substitute may be completed at the following site:

<https://eastchambers.tedk12.com/hire/Index.aspx>

II. Criminal History Check & Fingerprints

A criminal history authorization form must be completed. A background check will be conducted and reviewed prior to employment with East Chambers ISD. Fingerprints are now required in the state of Texas.

III. Substitute Daily Rate of Pay

High School Diploma	\$75.00
Associate Degree	\$80.00
Bachelor/Master's Degree	\$85.00
Degree and Texas Certified	\$90.00

A prearranged substitute position, for the same teacher, for more than 10 consecutive days but fewer than 30 consecutive days (certified only):

Certified Teachers	\$100.00
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A prearranged substitute position for the same teacher for more than 30 consecutive days (certified only):

Certified Teachers	\$175.00
Experienced Retired Certified Teachers	\$225.00

If the substitute position was not pre-arranged but continues past 10 or 30 days, the above rates will apply when the principal notifies the business office that the rate needs to be increased. The higher rate will commence beginning on the date of notification, until the job ends.

*Substitute teachers are not eligible for holiday benefits.

IV. Remaining an Active Substitute

In order to properly coordinate the number of substitutes listed with the number of projected absences, we must have substitutes who are willing to work at least 2-3 days a week. If your status remains inactive for 2 consecutive weeks due to health reasons, you will be required to furnish a doctor's note. If your circumstances change and you no longer wish to substitute, we ask that you notify Nicole Touchet. A substitute with no work history for a period of 30 days or longer may be removed from the system

and terminated without notice. The district strives to maintain an adequate number of qualified substitutes. To achieve this, we must rely on substitutes being available for assignments.

V. Hours of Duty

Substitute hours are from 8:00 AM-4:00 PM. All substitutes must stay on campus until teacher dismissal (including early release days), unless dismissed by the school principal. Substitutes will be booked and compensated in half (8:00 AM-11:50 AM) (11:50 AM-4:00 PM) or full day increments. If the campus has unfilled classes, you will be pulled to work during your assigned conference period. You may be used for hall duty, lunch duty, and/or bus duty. Substitutes are subject to reassignment during the day and may not always receive a conference period. You need to be on your assigned campus at the correct time even if the teacher you are covering has conference first period. You could be reassigned or needed elsewhere. Your responsibility is primarily to maintain order.

VI. Change in Personal Status

Notify personnel immediately, in writing, of any change in name, address, or telephone number. An updated social security card with your new name is required for a change of name.

VII. Unemployment Compensation

Substitute teachers are not eligible for unemployment compensation for designated school holidays or during the summer months between school terms. At the end of each school year, a letter of reasonable assurance for continued substitute employment will be mailed to each substitute. The prospective substitute will be able to indicate whether they wish to return as substitutes during the next school year.

VIII. Substituting After Retirement

Please check with your retirement plan for any restrictions and/or penalties.

Substitute Responsibilities

I. Substitute Training

All active substitutes are required to attend a general substitute training one time, each school year. Trainings will be offered once per semester.

II. Dress Code

East Chambers ISD is a professional place of business. We encourage employees to maintain a professional appearance, at all times. Staff dress should reflect that of a positive, professional role model, for all students.

- Men are not required to wear a tie but must wear a collared shirt.

- Ladies may wear capri pants, as long as they cover the knees.
- T-Shirts are allowed only on game days at the Junior High and High School. T-Shirts are allowed only on Fridays at the Primary and Elementary School.
- Sweat suits and appropriate shorts are permitted for PE duties only.
- Jeans are allowed
- Body piercings, worn out jeans, tank tops, midriiffs, hats, etc., are not acceptable.

III. Confidentiality

Confidentiality must be maintained at all times. You may hear or see information that you must keep to yourself. We expect the people who serve as substitutes at East Chambers ISD to maintain professional ethics while on our campuses or away from school. If the lack of confidentiality becomes an issue, you may be removed from the substitute system.

Publication, posting, or communication of information, pictures, or activities related to school activities, staff, and/or students on any social media outlet through the use of electronic media is not allowed.

Board Policy DH (Local): 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 websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

If there is a concern related to staff or students, notify office personnel for appropriate assistance. Do not contact parents or family members of students, unless specifically directed by the campus administrator/designee.

Student grades are not to be called out in front of a group, and students are not allowed to grade their own work. If a teacher leaves directions to grade an assignment, this is for the substitute, not the students.

IV. Beginning of Day

- ❖ Arrive on campus no later than 7:50 AM.
- ❖ You must register/sign-in at the main office and record your name as it appears on your social security card. This is your assurance that your pay can be verified.
- ❖ Obtain the teacher's schedule to find out if the teacher has any extra duties. Learn your responsibilities as to lunch duty, hall duty, bus duty, class changes, etc., where applicable.
- ❖ You are to perform the duties assigned to you by the principal/designee.
- ❖ Substitutes are not guaranteed a conference period.
- ❖ Room keys are not distributed.
- ❖ Directions will be left for taking attendance at the High School and Junior High.

- ❖ Elementary Attendance: Substitutes who are working in a general education classroom will be given a class roster to take attendance. This is to be completed by 9:15 AM.
 - Circle T (Tardy) for students who arrive after the tardy bell.
 - Circle A (Absent) for students who are absent at 9:30 AM.
 - Send the attendance roster to the office at 9:30.
- ❖ Lesson plan information will be located in the classroom. Follow the plans accordingly, and contact neighboring teachers if there are questions or concerns.
- ❖ There should be no technology based assignments, unless the teacher has previously contacted you to discuss the lesson.
- ❖ If special accommodations are left for individual students, follow them, these accommodations are required by law.

V. End of Day

- ❖ Fulfill required after school duties assigned to the position
- ❖ Complete the classroom End of Day Form
- ❖ Do not leave campus before the scheduled ending time for teachers (4:00). Your workday is 8 hours. You must remain on campus 8 hours, which includes a 30 minute lunch. The last minutes of any class period are used for putting books/supplies away and to pick up litter from floor. The classroom desks are to be left in good order.

VI. Campus Drills

Drills are important for the safety of all staff and students. Be sure to locate the exits and familiarize yourself with campus drills and procedures.

VII. East Chambers ISD is a Drug and Smoke Free Zone

Use of tobacco products, alcohol, and illegal substances is prohibited on all East Chambers ISD campuses.

Board Policy DH (Legal): A board shall prohibit smoking or using e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property.

Board Policy DHE (Legal): A district may search an employee or an employee's property if: 1. There are reasonable grounds to believe that the search will turn up evidence that the employee is guilty of work-related misconduct; and 2. The search is reasonably related in scope to the circumstances that justified the interference in the first place.

Blood, urine, and breath tests of public employees to determine drug use are searches under the Fourth Amendment of the U.S. Constitution.

A district may conduct drug tests, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation.

AESOP Information

I. Vacant Positions

When employees are out, they will enter their absence into Aesop. From there, AESOP begins an electronic substitute search. The system will use its database to contact each available substitute, by phone until the position is filled.

You may check AESOP by for available jobs by phone (1-800-942-3767), online at <http://www.frontline12.com/Products/Aesop.html> (have your user ID and pin number ready), or through Jobulator. This is a phone application available for download. It is recommended that you install this app on your phone but not required. There is a fee, and the fee is not covered by the district.

II. Emergencies

In the event of an emergency and/or a last-minute cancellation, you must cancel your job in AESOP the night before your assignment so that it may become accessible to an available substitute. If an emergency arises in the morning, or AESOP informs you the job cannot be cancelled, immediately notify the campus. Please respect this system. If you accept an assignment, do not cancel it to accept a different assignment at another school.

III. Availability

You must be available to answer the phone during call out periods, since AESOP does not have the capability to leave a message. Therefore, all recorded hand-ups, no answers, and/or busy signals will be considered as "UNAVAILABLE" for that particular absence.

General Information

- ❖ Personal Belongings
 - Keep all personal belongings with you, at all times. Do not bring valuables with you.
- ❖ Facilities Available for Use, for school purposes, during school hours.

Cafeteria	Library
Teachers' Lounge	Microwave
Faculty Restrooms	Refrigerator
Copy Machine	
- ❖ Do not use profanity or inappropriate statements, including but not limited to, religion/personal life.

- ❖ Lunches are served in the cafeteria, for a cost of \$3.75.
- ❖ If a discipline problem arises which you are unable to manage, the principal/designee should be contacted immediately, for assistance. Do not touch or grab students, at any time.
- ❖ Cell phones are only used as an emergency communication tool. Cell phones and all personal electronic devices must remain silent or on vibrate during instructional time. You may use your cell phone during lunch. Do not take pictures of students and/or post on social media

- ❖ Medical Information

- Primary and Elementary students must report to the nurse's office to take medications. If the nurse is off campus, students report to the front office. Junior High and High School students should report to the front office for medications.
- If there is medical information related to a student, that impacts the child's school day, it will be noted in the teacher's substitute folder.

- ❖ Hall Passes

- High School and Junior High students must be given a pass, if they have permission to leave class.
- No more than one student should be out of class at a time, at any campus.

- ❖ Safety

The safety of all staff and students is important. Each campus has procedures for the following drills: Tornado, Fire, and Lockdown. Please take the time to familiarize yourself with the exits closest to the area where you will be working and take a moment to inform yourself of all campus safety drill procedures.

Leave completed student work on the teacher's desk at the end of the school day.

Keys to Being a Star Substitute

Always

- Remain positive
- Be prompt
- Remain patient
- Be caring
- Remain professional



Do Not

- Use your cell phone while supervising students
- Break confidentiality
- Stray from lesson plans left by the teacher
- Leave students unsupervised



Helpful Hints

- Talk with the students, not at them
- Respect and follow the teacher's classroom rules
- Remain on schedule
- If you're unsure of something, ask a neighbor