



# East Chambers ISD

## Substitute Handbook



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**East Chambers Independent School District**

1955 State Highway 124

Winnie, TX 77665

409-296-6100 Telephone 409-296-3528 Fax

[www.eastchambers.net](http://www.eastchambers.net)

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<http://www.frontlinek12.com/Products/Aesop.html>

1-800-942-3767

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**EAST CHAMBERS ISD**  
**Scott Campbell, Superintendent**  
**1955 State Hwy 124**  
**Winnie, Texas 77665**

**Phone (409) 296-6100**

**Fax (409) 296-3528**



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 can 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

Campus	Grades	School Hours	Substitute Hours
East Chambers High School	9 <sup>th</sup> to 12 <sup>th</sup>	7:55 am – 3:30 pm	7:30 am – 3:30 pm
East Chambers Junior High	7 <sup>th</sup> & 8 <sup>th</sup>	7:55 am – 3:30 pm	7:30 am – 3:30 pm
East Chambers Intermediate	5 <sup>th</sup> & 6 <sup>th</sup>	7:55 am – 3:30 pm	7:30 am – 3:30 pm
East Chambers Elementary	PK to 5 <sup>th</sup>	7:55 am – 3:15 pm	7:30 am – 3:30 pm

Note: See ECISD Calendar for Holidays and Early Dismissal dates

#### Substitute Daily Rate of Pay

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

Rate for *Prearranged* Substituting for the Same Teacher That Will Be For More Than 10 Consecutive Days But Fewer Than 30 Consecutive Days:

Certified Teachers Only                      \$100.00

Rate for *Prearranged* Substituting for the Same Teacher That Will Be For More Than 30 Consecutive Days:

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

If The Substituting Was Not Prearranged 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 From That Date of Notification Forward.

SUBSTITUTE TEACHERS ARE NOT ELIGIBLE FOR HOLIDAY BENEFITS

#### Dress Code

Professional: Dress the way you would to represent a positive and professional role model for students.

- Men are not required to wear a tie but must wear a collared shirt
- Ladies may wear capri pants as long as it covers the knees
- Sweat suits and appropriate shorts are permitted for PE duties only
- Jeans are allowed  
(body piercings, worn out jeans, tank tops, midriffs, hats, etc, are not acceptable)

#### Personal Belongings

Keep all personal belongings with you at all times. Do not bring ANY valuable with you.

## Facilities Available For Use

- |                     |                    |
|---------------------|--------------------|
| • Cafeteria         | • Vending Machines |
| • Teacher's Lounge  | • Microwave        |
| • Faculty Restrooms | • Refrigerator     |
| • Library           | • Copy Machine     |

### **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.

### **Remaining an "ACTIVE" Substitute**

**In order to properly coordinate the number of substitutes on our substitute list with the number of projected absences, we must have substitutes that are willing to work. You must be available to work at least 2-3 days out of the week.** If your status remains inactive for 2 consecutive weeks, *without notification to the sub office*, your position will be terminated. If you are going to be out for more than 2 weeks due to health reasons, you will be required to furnish a Dr's note. If your circumstances change and you no longer wish to substitute, we ask that you notify us. **A substitute showing 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.

### **Hours of Duty**

Substitutes will be booked and compensated in ½ day 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. Your responsibility is primarily to maintain order.

Substitutes are subject to re-assignment during the day. Remember that substitutes must stay on campus until teacher dismissal (including early release days), unless dismissed by the school principal.

### **Substituting After Retirement**

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

### **Confidentiality**

Remember that you may hear or see information that is strictly confidential. That information **must not** be discussed outside the school.

### **End of Day**

Always report to the main office before leaving. The school office will be able to tell you if they have requested you for the following day. If the school has not requested you for subsequent day(s), you will automatically be eligible for other assignments.

### **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.

### **Campus Complaints**

If complaints are filed, you will be ineligible to substitute. Two negative assessments and/or one major violation will cause you to lose your employment.

### **Unemployment Compensation**

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

# **NO SMOKING-ZERO TOLERANCE**

## **Substitute Responsibilities**

When employees are out, they will call AESOP to report their absence. From there, AESOP starts the substitute search. AESOP randomly searches its database by phone to find substitutes to fill the open positions-AESOP is a random calling system. You may check AESOP for available jobs either by phone at 1-800-942-3767 or online at <http://www.frontlinek12.com/Products/Aesop.html> (have your user id & pin # available).

- If an emergency arises which calls for a change of plans, you **must** contact AESOP and cancel yourself out of that assignment. If you receive the message that it is too late, call the campus immediately.
- 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 hang-ups, no answers and/or busy signals, will be considered as “UNAVAILABLE” for that particular absence.
- In the event of an emergency and/or a last-minute cancellation the morning of, you **must** notify the school. You **must** cancel your job on AESOP the night before your assignment so that it may become accessible to an available substitute. *No school shopping-if you accept an assignment, do not cancel it to accept a different assignment at another school.*
- Arrive at school at the time indicated in AESOP. If you are called late by AESOP the day of your assignment, it is your responsibility to give a courtesy call to the school to let them know that you will be arriving as soon as possible. There will be times when AESOP will call after the designated school state times, which means the absence is for a half day in the afternoon or a full day that hasn't been filled and is still available.
- You must register and 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. **\*SUBSTITUTES ARE NOT GUARANTEED A CONFERENCE PERIOD\*** you are to perform the duties assigned to you by the principal and/or designee.
- **Do not use profanity or inappropriate statements included but not limited to religion/personal life.**
- If a discipline problem arises which you are unable to manage, the principal and/or designee should be contacted **IMMEDIATELY** for assistance. **DO NOT TOUCH/GRAB STUDENTS AT ANY TIME.**
- Cell phones and pagers are only used as an emergency communication tool. Cell phones/pagers **must remain silent or on vibrate** during instructional time. You may use your cell phone during your lunch.
- Do not leave the campus before the scheduled ending time for teachers. **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 the floor. The classroom desks are to be left in good order. **Ask the secretary if there are any tasks that need to be done, for example: shelving books in the library, tutoring, copying documents, hall duty, etc.**



EAST CHAMBERS ISD  
Scott Campbell, Superintendent  
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**HIGH SCHOOL 409-296-4184**  
**Substitute Teacher Procedures**

**8:00 am – 3:30 pm**  
**Grade Levels 9-12**

**Hours of Assignment**  
**7:30 am – 3:30 pm**

**Directions:**

From I-10, take Hwy 124 South. Turn left onto E. Buccaneer Dr. The high school will be on your right. 234 E. Buccaneer Dr. Winnie, TX 77665

**Report to:**

Deana Matkin in the front office. You must sign in at the time of arrival.

**Room Keys:**

Room keys are not distributed. Mrs. Matkin will have the door to your classroom opened upon your arrival.

**Lesson plans:**

Some teachers will upload their assignments to Aesop and you can print them when you arrive on campus. Others will leave instructions in their classroom or with Mrs. Matkin.

**Attendance procedures:**

Role sheets will be provided by the teacher. Let Mrs. Matkin know if you do not have them. Attendance is taken each period.

**Hall Passes:**

Students should not be given permission to leave your class unless they request a pass. One student at a time with a pass.

**Disciplinary action procedures:**

Do not hesitate to call Mr. Franzen if a problem arises in a classroom. Do not leave your class unattended to bring a student to the office. Use the wall phone in the classroom or send a student to the office. We will come to your class immediately to assist with any discipline incident.

**30 minute lunch:**

Hot lunch is served in the cafeteria, \$3.00 (or bring a sack lunch)



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**INTERMEDIATE/JUNIOR HIGH 409-296-4183**  
**Substitute Teacher Procedures**

**8:00 am – 3:30 pm**  
**Grade Levels 5th-8th**

**Hours of Assignment**  
**7:30 am – 3:30 pm**

**Directions:**

From I-10, take Hwy 124 South. The intermediate and junior high school will be on your left just past Buccaneer Dr. 1931 State Highway 124 Winnie, TX 77665

**Report to:**

Anna Avalos in the front office (located at the junior high). You must sign in at the time of arrival.

**Room Keys:**

Room keys are not distributed. Mrs. Avalos will have the door to your classroom opened upon your arrival.

**Lesson plans:**

Some teachers will upload their assignments to Aesop and you can print them when you arrive on campus. Others will leave instructions in their classroom or with Mrs. Avalos.

**Attendance procedures:**

Role sheets will be provided by the teacher. Let Mrs. Avalos know if you do not have them. Attendance is taken each period.

**Hall Passes:**

Students should not be given permission to leave your class unless they request a pass. One student at a time with a pass.

**Disciplinary action procedures:**

Do not hesitate to call Ms. Rainey if a problem arises in a classroom. Do not leave your class unattended to bring a student to the office. Use the wall phone in the classroom or send a student to the office. We will come to your class immediately to assist with any discipline incident.

**30 minute lunch:**

Hot lunch is served in the cafeteria, \$3.00 (or bring a sack lunch)



## *East Chambers Elementary*

316 East Fear Winnie, Texas 77665

(409) 296-2980

# Welcome to East Chambers Elementary!

On behalf of the faculty and staff of East Chambers Elementary, I would like to welcome you to our campus. As a substitute teacher, you play a vital role in the day-to-day operations of our school. Naturally, there are times when teachers must be absent, and it is good to know that substitute personnel, such as yourself, can step into a classroom situation to maintain order and continue instruction as planned.

If there is anything I can do to help you while you are at our school, please do not hesitate to ask. Mrs. Soileau and Mrs. Olvera in the office are also available should you need them. Listed below are a few helpful hints that will make your day go easier.

### **SUBSTITUTE TEACHER PROCEDURES**

- ✓ Substitute teachers should arrive no later than 7:30 am. The earlier you arrive, the better your day will be. You are to sign-in at the main office with Mrs. Olvera. She will give you directions to the classroom or escort you there personally. Be sure to check the teacher's box that is located in the workroom area near the office. The first bell rings at 7:50; tardy bell rings at 8:00.
- ✓ Once you arrive in the classroom, attendance will need to be taken. If you do not know how to do this, ask a neighboring teacher and they will be happy to assist you. Once complete, send the attendance card to the office.
- ✓ Very young children are accustomed to a routine that is followed every day. If you need help with routines, schedules, or classroom procedures, a neighboring grade-level teacher will be available to assist you.
- ✓ If a student becomes ill or asks to see the nurse, do not hesitate to send him/her. The nurse's office is located in the Kindergarten building at the end of the hall. Our School Nurse is Mrs. Sparks.
- ✓ The counselor's office is located in the main building near the principal's office. Mrs. Smith is our counselor and she will be delighted to assist you should you need her.
- ✓ Substitute teachers may leave during their lunch period, or if they prefer, they may eat in the teachers' lounge, the cafeteria, or their room.
- ✓ Substitute teachers are expected to maintain a high level of discipline in and out of the classroom at all times. If necessary, discipline problems may be reported to the office.
- ✓ It is always helpful to write a brief summary at the end of the day for the teacher to read when he/she returns. Jot down notes throughout the day if you need to.
- ✓ **Confidentiality** must be maintained at all times. You will see and hear many things when dealing with young children that you must keep to yourself. We expect the people who serve as substitute teachers at East Chambers Elementary to maintain professional ethics while on our campus or away from school. If the lack of confidentiality becomes an issue, the possibility of not being called to substitute does exist.

Sign-out at the end of the day in the office.



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**ELEMENTARY 409-296-2980**  
**Substitute Teacher Procedures**

**8:00 am – 3:30 pm**  
**Grade Levels 9-12**

**Hours of Assignment**  
**7:30 am – 3:30 pm**

**Directions:**

From I-10, take Hwy 124 South. Turn left onto E. Fear Rd. The elementary will be on your right.  
316 E. Fear Rd. Winnie, TX 77665

**Report to:**

Melissa Olvera in the front office. You must sign in at the time of arrival.

**Room Keys:**

Room keys are not distributed. Mrs. Olvera will have the door to your classroom opened upon your arrival.

**Lesson plans:**

Some teachers will upload their assignments to Aesop and you can print them when you arrive on campus. Others will leave instructions in their classroom or with Mrs. Olvera.

**Transportation Changes/Doctor Notes:**

Please send all transportation changes, doctors notes, and absence excuses to the front office after announcements.

**Attendance procedures:**

Role sheets will be provided by the teacher. Let Mrs. Olvera know if you do not have them. Attendance should be sent to the office by 9:30am.

**Disciplinary action procedures:**

Do not hesitate to call the principal if a problem arises in a classroom. Do not leave your class unattended to bring a student to the office. Use the wall phone in the classroom or send a student to the office. We will come to your class immediately to assist with any discipline incident.

**Medical information:**

Located in the nurse's office, which is in the middle bldg. at the west end. Students that require medication or have medical situations will have such noted in the teacher folder or book. If an emergency should arise, contact the nurse or front office immediately.

**30 minute lunch:**

Hot lunch is served in the cafeteria, \$3.00 (or bring a sack lunch)