

**ALVORD INDEPENDENT
SCHOOL DISTRICT**



**HANDBOOK
FOR
SUBSTITUTE TEACHERS**

2018-2019

On behalf of ALVORD I.S.D., we would like to thank you for your desire to work with our young people as a substitute teacher. Many times the job of a substitute goes unnoticed, but we as educators could not make it through each year without the tremendous difference that you make in our District. Once again, thank you for being there for our children.

Alvord ISD Administration

**Superintendent, Dr. Randy Brown
High School Principal, Aaron Tefertiller
Middle School Principal, Jessica Bull
Elementary Principal, Bridget Williams**

Alvord ISD Administrative Assistants

**Superintendent's Office, Kelly Martin – 940-427-5975 ext. 4001
High School Office, Julie Dickerson – 940-427-9643
Middle School Office, Lea Ann Hopkins – 940-427-5511
Elementary Office, Jessica Flake – 940-427-2881**

SPECIAL NOTICE REQUIREMENT

ALVORD Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing across to benefits of educational services, activities, and programs, including, vocational programs, in accordance with Title VI of the Civil Rights of 1964, as amended: Title IX of the Educational Amendments of 1972: Section 504 of the Rehabilitation Act of 1973, as amended: and Title II of the Americans Disability Act.

WHAT ARE THE REQUIREMENTS FOR SUBSTITUTING?

ALVORD Independent School District looks for people who can relate well to children and adults. Former teachers, homemakers, business people and others who like working with students and have the time are invited to apply. A high school diploma or GED is required. You must be at least 21 to apply. Applicant must pass criminal background check before beginning an assignment and must be fingerprinted. You are responsible for paying the expense to be fingerprinted.

WHEN DOES A SUBSTITUTE WORK?

Substitute teachers are considered at-will employees and no specific amount of work is guaranteed.

MAY SUBSTITUTES RESTRICT THEIR AVAILABILITY?

Substitutes may request to be called for specific campuses or work on specific days. Substitutes who are generally available and are willing to accept varying assignments are called most frequently. Substitutes who turn down the offer of work more than **4** times may be removed from the list and will have to re-apply to be placed back on.

WHEN ARE SUBSTITUTES CALLED?

If possible, substitutes will be called in advance of the day they are needed. Most calls, however, are placed early in the morning.

WHAT ABOUT SCHOOL HOURS?

Substitutes are required to follow the campus workday. The school day for teachers begins at 7:45 a.m. and ends at 3:45 p.m.

WHAT ABOUT SALARY AND PAY DAYS?

All substitutes are paid on a monthly basis. You are paid for the days you worked in the month before payday. The 15th of each month is considered payday.

Pay scale:	Non –Degree:	\$60/day
	Certified Teachers:	\$70/day

WHAT ABOUT DUTIES AND EXPECTATIONS OF AISD SUBSTITUTES?

*Be punctual and expect to work the entire day unless scheduled otherwise. Except in case of emergencies, substitutes are expected to remain on the campus the entire day and leave only after all students have been dismissed. If you do need to leave during your conference period, you must first check in with the Campus Administrative Assistant.

*Always check in and out of the building in the main office. Upon arrival at the school, the substitute teachers should report to the campus office, sign in, and get any instructions that may be appropriate for the assignment.

*Carry out all plans and duties. Substitutes are expected to follow the lesson plans and schedules to the best of their ability. If the teacher doesn't leave any plans to follow, the substitute teacher should notify the building administrator immediately. ALVORD teachers are periodically required to carry out certain duties in addition to their regular teaching duties. This may include lunch duty and bus duty. Substitutes are expected to carry out these duties in the teacher's absence if requested to do so by principal.

*Substitutes will be expected to take attendance at the beginning of each period. Attendance sheets should be given along with teacher's schedule when the substitute signs in at the office.

*Substitutes should not be using the computer during the school day unless it is during his/her conference time.

*Substitutes need to familiarize themselves with the Emergency Safety Plan that is posted near the door in each classroom.

*Leave a note for the teacher regarding the day's activities. It is generally helpful to the teacher if the substitute leaves a note relating the activities of the day. It is helpful to include information about which lessons or assignments were completed.

*Be professional. It is expected that ALVORD substitutes will be available throughout the day to circulate in the classroom and assist the students. Reading, eating in class and other activities of this nature are discouraged. Additionally, it is expected that substitutes will keep confidential all information regarding students. Substitutes, like teachers, are expected to dress in a professional manner and be well groomed at all times. Jeans may be worn with dress shirts and spirit t-shirts on Friday but no jeans with holes will be permitted. Tattoos must be covered at all times. Only earrings in a pierced ear are allowed (except for any type of spiked earring). Visible piercings, plugs, spools, eyelets, expanders, etc., on any part of the body are not permitted. Holes from body piercings MUST be empty (or) filled with a Clear, Flat, No Larger than 20g thick piercing retainer.

*Never leave your classroom unattended with students present. If you have an emergency, please ask the teacher next door to watch your class or call the office for help.

*Never dispense or administer any medicine to a student. The substitute teacher should send the student to the nurse's office. If a child becomes ill while at school or has an accident, the incident should be reported to the school nurse or administrator immediately.

*Be familiar with the AISD Student Handbook, Student Code of Conduct, and the AISD Employee Handbook. You are responsible for observing all policies and procedures.

WHAT ABOUT DISCIPLINE?

The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to good learning. A well-organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of the students. The points below offer some sound and proven advice.

- *Start the day in the manner, which you wish to continue.
- *Know what lessons you will present, at what time you will present them, and the method you will use.
- *Observe carefully pre scheduled routines.
- *Avoid threats, yet be firm.
- *Never touch any student while implementing any form of discipline.
- *Treat all students equally in terms of respect and dignity.
- *Strive for consistency and fairness.
- *Stand when presenting lesson, but move about to monitor students.
- *Speak loudly enough to be heard, but softly enough to command attention.
- *Correction should be constructive.
- *Never should a teacher punish a whole class for the misbehavior of a few students.
- *Never embarrass or humiliate a child in front of peers. The student should be removed from the group until the teacher has the opportunity to speak with the student. Reprimands should be private whenever possible.
- *When individual students cause behavior problems which are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral explaining the circumstances. The substitute should not leave the classroom unattended.
- *Respect the right of confidentiality of all students and school personnel. A substitute teacher should never discuss any school-related issue(s) either publicly or privately.

ALVORD Independent School District

I have received the ALVORD ISD Substitute handbook and agree to follow all rules and procedures outlined in the Program. I also agree to submit to a criminal background check, and fingerprinting as required by Senate Bill 9 and the Texas Education Code. I will be responsible for the fingerprinting expense.

Signature

Date