

Rockdale ISD Substitute Handbook

www.rockdaleisd.net



Aesop: www.aesoponline.com

1-800-942-3767



Rockdale ISD

Welcome to the Rockdale ISD. The professional service you provide as a dedicated substitute allows our district to continue a quality educational program when staff members are absent. We recognize and commend your commitment to the high standards of instruction required for the success of our students.

This handbook contains helpful information to assist you as a qualified substitute for Rockdale ISD. Please review the details carefully prior to accepting an assignment.

We appreciate your dedication to our children. Thank you for being a substitute.

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General Information

The Human Resources Department is responsible for the Official Substitute List.

Principals may recommend substitutes for the list, but employment is through the Human Resources Department. A list of substitutes is established annually through Aesop. Those persons who return a signed letter of reasonable assurance at the end of each school year will automatically be placed back in Aesop for the following year. If the letter of reasonable assurance is not returned by the due date, then you will be required to complete the necessary paperwork to activate your substitute status.

It is difficult to give substitutes any estimate of how often they will be called. It will depend a great deal on factors such as the substitute's preparation and qualifications compared to the district, time of year, and success of each substitute when assigned.

We anticipate all substitutes to work as frequently as possible and at all locations. However, **substitutes must work a minimum of 10 days / semester to remain on the active substitute list.** The number of days worked each semester will be evaluated and a substitute may be removed from the Substitute list if they have not met the minimum requirement.

Substitutes are required to call Aesop (1.800.942.3767) or access Aesop online, www.aesoponline.com, to obtain assignments.

Calling Information

The most efficient way to accept job assignments is to go online to www.aesoponline.com. You are encouraged to go online as often as possible and accept available job assignments. Aesop, a computerized calling system, will call you when your services are needed. Each time you accept an assignment you will be given a confirmation number. Only persons on the district approved substitute list will be eligible to serve as substitutes.

The phone number to call the Aesop system is 1-800-942-3767. You are automatically defaulted into the system as being available all five days of the week, Monday through

Friday. If you need to change this schedule, you must access Aesop to change the days of the week and/or times you are available. Please allow at least two days a week to substitute.

Cancellations, No Shows, Tardiness, and Job Shopping

A substitute may ***not cancel*** a job once any part of the job has begun or within an hour before the start time of the job. Please notify the school immediately if you are unable to complete the assignment. If you must cancel an assignment, please do so as early as possible to allow Aesop to call other substitutes.

By your request to be placed on the Aesop system, you accept a commitment to work when you are called. Frequent cancellation of assignments, inappropriate job shopping (*accepting positions, holding them for a period of time, and cancelling out of the job or accepting another position at a different location*), frequent tardiness, and no shows will be monitored and may result in removal from the substitute list.

Substitute teachers are always expected to behave in a professional manner. Part of being professional is arriving on time to an assignment that has been accepted or communicating with a campus contact when there is a concern!

Statement of Employment

Substitute employees shall serve at will, are not employed for any specified length of time, and have no property right in their employment. There is no assurance that work will be available or offered. Substitutes are not eligible for benefits.

The Rockdale Independent School District is an equal opportunity employer. It is the policy of Rockdale ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practice as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Eligibility for Health Insurance Coverage

Rockdale 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 Rockdale ISD.

Although the district reasonably expects 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. If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. 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 are due in the business office by the 15th of each month. 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 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.

Hours of Duty

The substitute teacher is expected to be on duty the entire school day and to perform all duties of the regular teacher and other duties as assigned. The workday is up to 4 hours for a half-day or 8 hours for a full day. Time worked less than or equal to 4 hours is considered a half-day for pay purposes. After the first 4 hours, any portion of an hour will be paid as an additional hour at the substitutes' hourly rate, up to a full day (8 hours). Substitutes are given approximately 30 minutes for lunch. Usually there is not enough time for you to leave the campus to purchase lunch. We encourage you to take your lunch or money to purchase items from the cafeteria or vending machines.

All substitutes are required to assist in various capacities when requested, even during the absent teacher's planning period or after students have departed the school. Substitutes are expected to remain for the full assignment hours as detailed in the accepted job and should not request early release.

When listening to an assignment in Aesop, please listen to the **special instructions** for any specific directives, such as, reporting to more than one campus. Half-day assignments

begin or end at or near 11:30 am. The pay for working ½ day is half of the daily rate. **Substitutes are subject to reassignment upon reporting to a site or anytime during the day.**

Substitute Report - Certification of Days Worked

At the beginning of each teaching assignment, the substitute **must** report to the school office and check in. Failure to sign in could result in delay of payment for that day.

All Substitute Teachers are **required** to check with the office at the conclusion of a teaching assignment. Substitutes are expected to be available and remain on duty until the end of the duty day, this includes performing the morning duty and after school duty assigned to the teacher who is absent.

Pay Day

Substitutes are paid twice a month on the 15th and the 25th of the month. All substitute employees are encouraged to enroll in **direct deposit**. The necessary enrollment forms are available in the Finance Office.

A comparison should be made between the dates listed on your job log with dates listed on the pay stub to ensure proper payment for days worked. **Paychecks correspond to the days worked within a payroll period, not to the month.** If a day of pay is missing, please contact the payroll department. Substitute pay is based on information entered in Aesop. It is your responsibility to verify that the job information is correct.

Change in Pay Qualifications/Educational Status

It is the substitute's responsibility to notify Human Resources of any change in educational level. A transcript with the degree conferred must be provided. Pay increases due to change in level of education or becoming Texas certified are not retroactive, but will become **effective upon the date the Human Resources physically receives the appropriate document.**

Daily Rate for Substitutes

Category	Daily Rate	2 weeks +	4 Weeks +
Certified Teacher	\$90	\$100	\$130
Bachelor's Degree	\$80	\$90	
Associates Degree or 60+ College Hours (but no Bachelor's Degree)	\$75	\$85	
High School Diploma, GED or 0-59 College Hours	\$70	\$80	

Working hours are 7:30 - 4:00 for teachers and 7:15 – 3:45 for aides.

Taking Attendance

Teachers take attendance via our computer network which is not available to substitutes. As a result, substitutes will need to be given a paper copy of the teacher's class or classes. If the teacher did not leave a paper copy of the roll with substitute plans, please contact the attendance secretary in the office for one.

School Procedures:

Elementary and Intermediate Schools:

Please sign in at the office upon arrival in the mornings.

Attendance is taken at 10:00 every morning. There will be a bell at 10:00 as a reminder to take attendance. At this time, please mark the class attendance on the roll. Mark an "A" for absent and a "T" for tardy. Please send the attendance sheet to the office with a student, or pair of students, after the 10:00 bell is rung.

Junior High and High School:

Please sign in at the office upon arrival in the mornings. Attendance will need to be taken each period. You will have role sheets for each period the teacher has assigned. Record the absences with an "A" and the tardies with a "T". Please send the attendance with a student to the office each period.

Evaluations

Campus administrators will complete evaluations on substitute teachers periodically throughout the year. Substitutes will be contacted individually if concerns arise as a result of these evaluations. If areas of concern are not addressed, the substitute may be removed from the district sub list.

Professional Ethics and Code of Conduct

The substitute teacher has a professional obligation, even though he/she is not a regular classroom teacher. Keeping this in mind, the following should be observed:

1. The school exists for the student. The first obligation of the teacher is therefore to the student.
2. The substitute teacher is on the same professional level as the classroom teacher and should remain conscientious towards responsibilities.
3. The substitute teacher should dignify his/her profession by maintaining a positive attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty and service.
4. Under **no** circumstance should a substitute teacher criticize a regular teacher, administrator, or student in the presence of other teachers, students, or members of the community.
5. When serving in an assignment, the substitute teacher must remember that substituting is a position of public trust. Confidential information concerning individual students must not be disclosed.

The substitute teacher should observe the same rules of confidentiality that professional school district personnel must observe. **Do not discuss students' conduct, grades, or abilities with anyone outside the school district or with unauthorized personnel in the school community.**

6. The substitute should use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms of the various schools in which they teach.
7. The substitute teacher should dress appropriately for the assignment. Students do notice what any teacher or authority figure wears to school. Attire does affect the level of respect which students will give the "teacher". The standards for appropriate dressing will change according to the grade level and possibly the assignment.
8. Smoking is prohibited within school buildings and on any school property.

Responsibilities of the Substitute Teacher to the Schools

When you arrive:

1.) The substitute is expected to park in the faculty parking lot. **Do not** park in the visitor's designated area unless directed by campus personnel. At the High School **do not** park in a numbered space – those spaces are assigned to students.

- 2.) Report to the main office promptly upon your arrival at the school. The substitute teacher is **required** to report at the arrival duty time outlined by individual campuses (Aesop).
- 3.) All substitutes are expected to be on time in every capacity and situation!
- 4.) It is the substitute's responsibility to sign in on the appropriate document. The campus secretary or clerk will provide assistance as needed. Do not sign in and sign out upon arrival. **You must sign out with the office at the end of the assignment.**
- 5.) Make it a point to introduce yourself to a neighboring teacher in case assistance should be needed during the day.
- 6.) Be familiar with **all** emergency drill procedures.

Throughout the day:

- 1.) The substitute teacher is responsible for students, classroom, equipment, and materials assigned to his/her care and the teacher's assigned duty.
- 2.) The teacher's grade book, all lesson plan books, seating charts, substitute folder, Teacher Editions, and attendance rolls are all valuable. Know where they are at all times and protect them. **The information contained in these documents is confidential.** The substitute teacher should follow the plans **exactly** as left by the regular teacher.
- 3.) The substitute teacher should not feel that he/she is merely "baby-sitting" or holding things together while the regular classroom teacher is not present. He/she should make every attempt to preserve the regular routine of the class.
- 4.) Under no circumstances should a substitute teacher take a book or newspaper to read or a craft to work on while on duty. Accessing a computer or electronic device (iPad, iPhone, cell, etc.) for personal use is strictly prohibited when students are in the classroom. Students require the full attention of their substitute teacher.
- 5.) The substitute teacher is expected to be on duty the entire day and to perform the duties of the regular classroom teacher whom they are replacing. The substitute teacher should not leave the campus during the day without notifying the front office.
- 6.) Proper daily attendance should be taken according to the individual school's policy. Official attendance is taken at 10:00 in the elementary/intermediate campuses. In the secondary schools, attendance is taken each period.
- 7.) The substitute teacher is responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.
- 8.) Enforce all school and classroom rules without apology.
- 9.) Use discretion and caution when issuing hall, restroom, library, counselor, nurse and office passes.

10.) Under no circumstances should a class be left unattended. If you must leave, ask a neighboring teacher to oversee the class or notify the office for assistance immediately.

11.) The substitute teacher should not accept money from children unless instructed to do so. If money is collected, he/she should deposit it with the appropriate main office personnel at the first available opportunity. **Do not leave money unattended in the classroom!!!** Substitute teachers should **never** lend students money for any reason.

12.) If a substitute teacher has occasion to take up an item of value from any student, he/she is responsible for the article until it is returned to the student or turned over to the appropriate office personnel. These items should be labeled with the student's name and the teacher's name. Be sure to inform the regular teacher of the incident.

13.) The substitute teacher should call for immediate assistance in case of any medical emergency. NOTE: Prescribed and non-prescribed medications must be administered by the school nurse or authorized school personnel only! **Substitute Teachers are not authorized to give any medication to students.**

14.) All unusual requests from parents and students should be referred to the principal. Examples include requests to be dismissed early or to leave the classroom for a special activity.

At the end of the day:

1.) At the end of the day, the substitute teacher should perform the teacher's normal after school duty and is expected to leave a short summary of the day's events for the regular classroom teacher.

2.) Be sure to report to the office to sign out at the end of the day and ask if you'll be needed the next day.

Release of Students

Any person(s) coming to the classroom for any type of information regarding a student or asking that a student be released from school **must** be directed to the front office. Students are never to be released from the classroom without an official notice from the office.

Retirees

Effective September 1, 2016, the definition of substitute changed for employment after retirement purposes. The change in the rule will allow retirees to serve as a substitute in a vacant position or vacant positions, but for no more than 20 days in each vacant position.

Note: If employees combine substitute work and any other type of work – they are limited to working no more than one-half the work days in that calendar month.

Summary of the definition of a substitute for retirees:

- a retiree may serve as a substitute not only in the place of a current employee or a position held by more than one current employee but also in a vacant position for no more than 20 days;
- a retiree may serve in more than one vacant position during a school year for up to 20 days in each position;
- a retiree may NOT serve in a position that was vacated by that retiree, i.e., the retiree cannot substitute in the position the retiree vacated at retirement;
- all retirees must observe a one full calendar month break in ALL service with a TRS-covered employer after retirement;
- retirement may be revoked by working as a substitute during the required one full calendar month break in service (whether in the place of a current employee or if the position is vacant);
- a retiree who retired after January 1, 2011 must have a 12 full consecutive calendar month break in service from all TRS-covered employers before working full-time (retirees may work as substitutes or as much as one-half time without having a 12 month break in service); and
- retirement will be effected by interrupting the 12 month break in service by working as a substitute, whether the position is held by a current employee or is vacant and requiring the retiree to begin a new 12 full consecutive calendar month break in service before full-time employment.

Disciplinary Referral

When a child needs to be sent to the office, please take the time to fill out the office referral form. This form will help the assistant principals understand the problem and assess a consequence.

When filling out an office referral form:

- Write down facts only
- Be concise
- Do not write down another student's name

IF a severe action has occurred and you need a child removed from the classroom, call the office on the speakerphone and let the assistant principal or secretary know.

Safety Procedures

All substitutes will be given a key to the classroom door upon sign-in each day. Do not give this key to a student or another adult, it is checked out to you for your use. Lock the classroom door when you or your class leaves the room. The key is also for you to lock the door during emergencies, including lockdowns. See campus procedures for lockdown. Keys are to be returned to campus office at the end of each day, unless you are completing a long-term assignment.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Each campus will provide specific directions on how to address emergencies on the campus.

<u>Drills</u>	<u>Notification</u>	<u>Return</u>
Fire Drill	Fire Alarm or PA Announcement	PA Announcement
Tornado Drill	“Tornado Warning” stated over PA	PA Announcement
Shelter-in-Place	“Shelter in Place” stated over PA	PA Announcement
Lockdown	“Lockdown” stated over PA	PA Announcement
Building Evacuation	Fire Alarm or PA Announcement	PA Announcement
Site Evacuation	“Site Evacuation” stated over PA	PA Announcement