

SUBSTITUTE TEACHER HANDBOOK COLUMBIA-BRAZORIA I.S.D.

2018-2019



“Catch the Challenge, Learn for Life!”

P.O. Box 158
West Columbia, TX 77486
979- 345-5147
Fax 979-345-4890
www.cbisd.com

**COLUMBIA-BRAZORIA INDEPENDENT SCHOOL DISTRICT
HANDBOOK FOR SUBSTITUTE TEACHERS
2018-2019**

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**NOTICE OF COMPLIANCE: THE COLUMBIA-BRAZORIA INDEPENDENT
SCHOOL DISTRICT IS IN COMPLIANCE WITH THE PROVISIONS OF TITLE VI,
CIVIL RIGHTS ACT OF 1964, WITH THE TITLE IX OF PUBLIC LAW 92-3218
AND WITH SECTION 504 OF THE REHABILITATION ACT OF 1973.**

**THE COLUMBIA-BRAZORIA INDEPENDENT SCHOOL DISTRICT DOES NOT
DISCRIMINATE ON THE BASIS OF SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE OR
HANDICAP IN THE OPERATION OF ITS EDUCATION PROGRAM AND ACTIVITIES, NOR
IN ITS ADMISSIONS AND EMPLOYMENT POLICIES.**

**THE COLUMBIA-BRAZORIA INDEPENDENT SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER.**

**CBISD SCHOOLS ARE FULLY ACCREDITED BY THE
TEXAS EDUCATION AGENCY**

COLUMBIA-BRAZORIA INDEPENDENT SCHOOL DISTRICT 2018-2019

Administration Bldg 520 S. 16th St.
West Columbia, TX 77486
979-345-5147, 799-1700
Fax # 979-345-4890

DISTRICT ADMINISTRATORS

Steven Galloway	Superintendent	ext. 1102
Lynn Grell-Boethel	Assistant Superintendent of Student Services	ext. 1110
Chris Miller	Assistant Superintendent of Administrative Services	ext. 1103
Jason Tracy	Director of Business Services	ext. 1120
Brenda Matthews	Director of Staff Services & Human Resources	ext. 1111
Samantha Fowler	Director of School Improvement	ext. 1108
Jennifer Kelly	Director of Special Services	ext. 2551
Brent Mascheck	Director of Athletics	ext. 2202
Greg Fields	Director of Technology	799-1864
Justen Williams	Director of Maintenance	799-1801
Rey Ornelas	Director of Transportation	799-1821
Cynthia King	Director of Child Nutrition	799-1841

CAMPUS ADMINISTRATORS

Columbia High School (001) 521 S. 16th St.
Grades 9-12 West Columbia, TX 77486
979-345-5147, 799-1700
Fax # 979-345-6785

Robert Mowles	Principal	ext. 2001
Robert McReynolds	Assistant Principal	ext. 2003
Scott Moody	Assistant Principal	ext. 2205
Christel Salazar	Associate Principal	Ext. 2003

West Brazos Junior High (042) 20022 Hwy 36 Brazoria,
Grades 7-8 TX 77422
979-799-1730
Fax # 979-798-8000

Alfred Black	Principal	ext 3001
Dawn Thomas	Assistant Principal	ext 3003
Dina Murphy	Assistant Principal	ext 3005

West Columbia Elementary (102) 711 Gray St. West
Grades Pre K - 6 Columbia, TX 77486
979-345-5191, 799-1760
Fax # 979-345-3170

Roxana Bolton	Principal	ext 6001
Wendy Thoe	Assistant Principal	ext 6003

Wild Peach Elementary (106) CR 353 Brazoria, TX
Grades Pre K - 6 77422
979-798-9193, 799-1750
Fax # 979-798-9198

Mary McCarthy	Principal	799-1752 or ext 5001 Ext 5008
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Barrow Elementary (107) 112 Gaines St. Brazoria,
Grades Pre k - 6 TX 77422
979-799-1740
Fax # 979-798-6784

Tara Belote	Principal	799-1741 or ext 4001
Dana West	Assistant Principal	799-1746 or ext 4003

Columbia-Brazoria INDEPENDENT SCHOOL DISTRICT

P.O. Box 158, West Columbia, TX 77486 ★ 979-345-5147 ★ fax 979-345-4890 ★ www.cbisd.com

Dear Substitute Teacher:

The purpose of this handbook is to provide you with information you will need as a substitute teacher while employed in the Columbia-Brazoria Independent School District.

Substitute teachers are an essential part of the educational staff in our school district. We are pleased that you are interested in serving our students, and we look forward to working with you.

The role of substitute teaching is a challenging one. You are encouraged to call on the school staff and personnel office for assistance at any time.

Warmest Regards,

Brenda Matthews
Director of Staff Service and Human Resources

I. GENERAL INFORMATION

A. Qualifications

1. The minimal requirement is a high school diploma or equivalent. The district prefers a substitute applicant to have a Bachelor's Degree and a valid Texas Teacher Certificate.
2. Each applicant must be of good moral character and capable of performing essential job functions.
3. Each applicant must be a citizen of the United States or in the process of becoming a United States citizen.

B. Application Procedure

1. Applicants for substitute teaching must complete an application on line and include a copy of their high school diploma, GED or college transcript, and certificate, if applicable.
2. The application will be reviewed and if approved, applicants must attend a substitute employment session to complete the W-4 form, I-9 form and other necessary documents.
3. Each applicant must attend a Substitute Orientation followed by the Employment Session to be eligible to substitute. Applicants with teaching experience or prior experience as a CBISD substitute may not have to attend the orientation. If there is a need to employ additional substitutes and an orientation is not scheduled, degreed or certified applicants will be interviewed individually.
4. A criminal background check and Fingerprinting with L1 Identity must be completed prior to being added to the substitute list.
5. Substitutes should contact campus principals at each campus where they are interested in subbing. All substitutes are required to contact the assigned administrator to arrange a brief meeting/interview and obtain the administrator's signature on the form. A form is included in your substitute packet with lines for signatures. When complete, please return to the HR department.
6. No substitute teacher will be employed without completing the application procedures.

C. Substitute List

1. Approximately every two weeks the personnel office provides campus principals an updated list of approved substitutes. Newly approved substitutes are encouraged to notify campus principals of their availability (can be done at the campus meeting).
2. In a teacher's absence, the administrator uses the substitute list to contact an appropriate substitute.
3. Approved substitute teachers are responsible to keep all information current, notifying the Human Resources Dept. of any change in availability, schedule, name, address or telephone number.
4. Retired teachers who receive Teacher Retirement System benefits are eligible to substitute on a part-time day-to-day basis, not to exceed a total of 120 days in any one school year, or 90 days if a disability retiree. Retired teachers who have been retired at least one full year may be allowed to teach full-time in TEA designated shortage areas (math, special ed., bilingual, esl, CATE).
5. Declining offers of work may be viewed as a resignation.

D. Notification of the Substitute Teacher

Work hours are the same as for the regular classroom teacher, generally 7:00 a.m. to 3:30 p.m. at Columbia High School and West Brazos Junior High, and 7:00 a.m. to 3:30 p.m. for all three elementary schools. Later emergency requests from the campus principal may make it impossible for the substitute to be at school by starting time. Even when contacted late, the substitute teacher is nevertheless expected to be at school as quickly as possible. Remember: in such emergency cases a class of students is waiting for the arrival of the substitute. The substitute teacher should check in with the school receptionist. The substitute will be directed to the lead teacher of the department they are teaching, or the assistant principal to receive instructions for the day. The lead teacher and/or assistant principal will answer questions as necessary. Please ask for help or direction if you have a question or concern.

E. Dress, Grooming and Speech

Faculty and staff are professionals and should be easily recognized as such. Likewise, substitute teachers stand in place of these professionals and should project a professional image in dress and speech. **Blue jeans, coveralls, T-shirts, sweat suits/warm-ups, flip-flops, visible tattoos and shorts do not promote the professional image sought in Columbia-Brazoria schools.** Certain assignments and activities do require out-of-the-ordinary dress, and the principal will advise you of this. Just as dress and grooming project a professional image, so does the selection of words and tone of voice. Wise judgment is expected in the image projected. Under no circumstances is a substitute to use profanity, slang expressions, or disparaging comments with students.

SUBSTITUTE/EXTRA DUTY RATES 2018-2019			
PROFESSIONAL SUBSTITUTE			
Position	Qualifications	Day	1/2 Day
Substitute Instructional	Non degreed	\$65.00	\$32.50
Substitute Instructional	Degreed, non certified	\$75.00	\$37.50
Substitute Instructional	Degreed, certified	\$85.00	\$42.50
Substitute Instructional	Non degreed, long term*	\$75.00	\$37.50
Substitute Instructional	Degreed, non certified, long term*	\$100.00	\$50.00
Substitute Instructional	Degreed, certified, long term*	\$110.00	\$55.00
Substitute Nurse	Registered	\$75.00	\$37.50
Substitute Nurse	All others	\$65.00	\$32.50
Substitute Administrator	Degreed, certified	\$150.00	\$75.00
Substitute Administrator	Degreed, certified, long term*	Mid Point daily rate or less	
HOURLY SUBSTITUTE			
Substitute Non Instructional	Degreed or non degreed	\$8.00	
Substitute Child Nutrition	Qualified applicant	\$8.00	
Substitute Custodian	Qualified applicant	\$8.00	
Substitute Maintenance	Qualified applicant	\$8.00	
Substitute Bus Monitor	Qualified applicant	\$8.00	
Substitute Bus Driver	Qualified applicant	\$70-daily \$35-1/2 day	

EXTRA DUTY		
Nurse	Registered/Licensed Vocational	Hourly rate
Paraprofessional	Per job description	Hourly rate
Security Guard	Certified Peace Officer	\$25.00
Teacher	Degreed & certified	\$25.00
Administrator	Per job description	Hourly rate

* Long Term is defined at 10 + consecutive days in the same assignment

NOTES:

- “Days” for long-term substitute assignments refers to consecutive days in the same assignment for eleven or more days.
- Only appropriately certified teachers may be placed in an assignment of thirty or more consecutive days with approval in advance by the Assistant Superintendent.
- An assignment of more than four hours results in payment for a full day.
 1. Payroll cut-off dates for the 2018-2019 school year are included at the back of this handbook. Please refer to this sheet for payroll date information.
 2. Substitute teachers are encouraged to keep a record of dates, times, and schools they substituted to personally verify paychecks for accuracy.
 3. A substitute teacher who is employed for 90 days or more in a school year may apply for teacher retirement benefits.

II. RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

A. Professional Ethics

1. The substitute teacher has undertaken a professional responsibility. Caution should be used in expressing personal opinions about what may be observed in the classroom or on the campus.
2. Inappropriate comments regarding neighborhoods, school campuses, classrooms, and children are not acceptable.
3. Under no circumstances should a substitute teacher criticize or comment on a school problem, practice, policy, child(ren) or teacher except to the campus principal.

B. Drug-Free Workplace

1. In the workplace or at any school-related event, the district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as that term is defined in state and federal law.
2. Employees violating this prohibition may be dismissed or referred to drug counseling.
3. The use of alcohol, tobacco or tobacco products by employees is prohibited on all district campuses and at all school functions.

C. General Information

1. The substitute teacher is expected to work a full teaching day, eight hours.

2. As planned by the regular teacher, the substitute teacher is expected to provide students a full day of progress in their educational growth.
3. The substitute teacher is expected to preserve the regular routine of the classroom, following the daily class schedule and lesson plans provided by the regular teacher. It is essential that the substitute teacher confer with the campus assistant principal or team leader concerning the regular teacher's lesson plan, special duties and schedules.
4. A substitute teacher placed in a particular assignment for longer than three days should seek to visit with the regular teacher for additional planning. After a week's absence the substitute is encouraged to seek assistance from the department head, grade chairman, or principal if the regular teacher is unable to continue instructional planning for the class.

D. Classroom Instruction

1. Substitute teachers are to follow the lesson plans and instructions provided by the regular teacher.
2. The substitute teacher must keep attendance and other class records and should check with the principal or secretary for procedures.
3. If a test is assigned and available, it should be administered by the substitute. If standardized tests are scheduled during the day of substitution, the principal will explain the procedures or cancel the test.
4. The substitute teacher shall not assign written work and leave it to be graded, except according to plan by the regular teacher.
5. The substitute teacher has the same responsibility as the regular teacher for students, equipment and materials used.
6. Firm, fair treatment of all students, combined with explicit, direct instruction and explanation will prevent most disciplinary concerns.
7. If individual students present behavior problems disruptive to the learning environment, that continue after the substitute's intervention, the substitute teacher should refer the student to the principal.
8. The substitute teacher must never administer corporal punishment.
9. The substitute teacher must never leave the class unattended.
10. The substitute teacher should leave the regular teacher a brief note summarizing the day's activities.

III. RESPONSIBILITIES OF THE SCHOOL AND REGULAR TEACHER TO THE SUBSTITUTE TEACHER

A. Responsibilities of the School

1. The substitute will be provided with a schedule of the regular school programs and any special changes such as assemblies, field days, pep rallies, instructional travel, etc.
2. The substitute will be made aware of routine information such as special duties or assignments, student absence reports, dismissal time, etc.
3. The substitute will be informed of procedures for taking attendance.

B. Responsibilities of Regular Teacher

1. The substitute will be provided the following: lesson plans for all classes, class rolls, pupil seating-charts, and a grading key if necessary.
2. Whenever the regular teacher anticipates being out, students should receive preparation to work with a substitute. Planning with students should emphasize helpfulness, consideration, good manners, appropriate behavior, and the desire to approximate as nearly as possible a “normal” productive day of instruction/learning.
3. Teachers should never criticize or express dissatisfaction with the work of a substitute teacher in the presence of a student. If the regular teacher is dissatisfied with the efforts of the substitute teacher, this should be discussed with the campus principal.
4. Regular teachers should be alert to substitute teachers in their neighboring classrooms and should make every effort to be a reference, a resource person for advice or assistance on routine and emergency matters.

IV. SCHOOL DAY

STUDENTS		TEACHERS/SUBSTITUTES	
Elementary	8:15 a.m. - 3:45 p.m.	Barrow, West Columbia, and Wild Peach	7:45 a.m. - 4:15 p.m.
Secondary	7:20 a.m. – 2:50 p.m.	Columbia High School and West Brazos Junior High	7:00 a.m. - 3:30 p.m.

