



Coldspring-Oakhurst
CONSOLIDATED I.S.D.

**Substitute Teacher Handbook
2018 – 2019**

**COLDSRING-OAKHURST CONSOLIDATED ISD
SUBSTITUTE HANDBOOK**

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COLDSRING-OAKHURST CISD

Campus Administration

Street Elementary/Coldspring Intermediate , Paula McClendon – Principal	
Barbara Bounds, Secretary	936-653-1181
Lincoln Junior High , Frank Brown – Principal	
Tracy Blair, Secretary	936-653-1166
Coldspring-Oakhurst High School , Donna Thompson – Principal	
Fannie Ellisor, Secretary	936-653-1110

District Administration

Dr. Leland Moore , Superintendent	936-653-1114
Cindy Elliott , Superintendent's Administrative Assistant	936-653-1114
Vikki Curry , Asst. Superintendent of Curriculum & Instruction	936-653-1102
Candy Yeager , Administrative Assistant	936-653-1102
Robin Schaeffer , District Receptionist/Athletic Secretary	936-653-1115
Adam Jenke , Asst. Superintendent of Business & Finance	936-653-1106
Judy Currie , Accounts Payable Coordinator	936-653-1100
Kimberly Jeter , Payroll Coordinator	936-653-1113
Cindy Hogland , PEIMS Coordinator	936-653-1106
Candy Yeager , Human Resources Coordinator	936-653-1102

SUBSTITUTE SELECTION AND PLACEMENT PROCEDURES

Selection Procedures

Persons interested in substituting in the classrooms of Coldspring-Oakhurst Consolidated Independent School District should complete an online application at www.cocisd.org. Once approved, all substitute teacher applicants should attend the COCISD Substitute Teacher Training Workshop held at the beginning of each semester. If an applicant is hired mid-semester, they should attend the next substitute training session.

If they haven't done so already, applicants must be fingerprinted according to TEA regulations. Applicants who need to be fingerprinted will receive an email with information on how to make an appointment to be fingerprinted.

After all required paperwork has been submitted, the applicant will be added to the substitute roster. The position of substitute staff member is a part-time, non-contract, as-needed position. The District has no obligation to guarantee assignments. Substitute staff members' names may be removed from the roster if they fail to meet the expectations required of the position.

Placement Procedures

The WillSub system will manage all substitute assignments. All calls to substitutes will be made through this system from 5:30 a.m. – 7:15 a.m. and/or 5 p.m. – 9 p.m. Substitutes may accept or decline offers. The WillSub system allows substitutes to designate preferred days, grade levels, or subjects, but with fewer restrictions a substitute may expect more frequent assignments. WillSub will not function with answering machines. Repeated attempts will be made to contact substitutes until the job is filled. Job shopping through WillSub allows substitutes to look for available jobs via the Internet. All WillSub user names and passwords are **confidential** and should not be shared with anyone else. Shared passwords could result in missed work opportunities and/or errors in payroll.

CERTIFICATION STATUS

Certified substitutes are those who hold a valid teaching certificate. Degreed substitutes are those who hold a degree from an accredited college or university. Non-certified substitutes are those who meet all other qualifications, but do not hold a degree or a teaching certificate.

PERSONNEL FILE

The following items are required to complete a substitute personnel file. The file must be complete before a person's name is submitted for approval and placed on the substitute roster.

Certified & Degreed Substitute

1. A completed online application (including Criminal History authorization) at www.cocisd.org.
2. A copy of college transcripts showing degree earned from an accredited college or university and a copy of your teaching certificate, if applicable
3. Copy of Current Driver's License
4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of Confidentiality
7. W-4
8. Social Security Letter SSA-1945
9. Direct Deposit Authorization w/voided check
10. Substitute Handbook Receipt

Non-Certified Substitute

1. A completed application on-line (including Criminal History Authorization form) at www.cocisd.org.
2. A copy of high school diploma or transcript, GED or equivalent

3. Copy of current Driver's License
4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of Confidentiality
7. W-4
8. Social Security Letter SSA-1945
9. Direct Deposit Authorization w/voided check
10. Substitute Handbook Receipt

If you have not been fingerprinted through TEA to work in a Texas school district, a FAST PASS will be emailed to you. You must follow the instructions on the FAST PASS to set up an appointment to be fingerprinted. After you have been fingerprinted, call 936-653-1138 to make an appointment to bring your receipt to the Human Resources office located at the COCISD administration building. Only then will your name will be placed on the Substitute Teacher List.

COCISD reimburses the amount paid for fingerprinting after the substitute has worked 80 hours for the District. You must notify HR when the hours have been completed, in order to be reimbursed.

SUBSTITUTE TEACHER RATES

Daily Rates

Non-degreed, non-certified substitute: \$65.00/day

Degreed or certified substitute: \$80.00/day

If substituting for a Paraprofessional: \$65.00/day (degreed, certified or non-degreed)

Half-Day Rates

Non-degreed, non-certified substitute: \$32.50/day

Degreed or certified substitute: \$40.00/day

If substituting for a Paraprofessional: \$32.50/day (degreed, certified or non-degreed)

Long-Term Substitutes

Long-term substitution refers to a situation in which a person substitutes for the same teacher in the same assignment for more than ten (10) consecutive days. Long-term substitutes are involved in planning for instruction and evaluation of students. They are expected to attend faculty meetings, in-services and staff development meetings, as well as other responsibilities assigned to permanently employed teachers.

The following provisions apply to those substitutes engaged in a long-term assignment:

- Work ten (10) consecutive days; long-term status begins on the **eleventh day**.
- Pay as a long-term substitute is retroactive to day one of the assignment.
- Rate: Non-degreed, non-certified substitute -- \$80.00/day
Degreed or certified substitute -- \$100.00/day

Additional provisions include the following:

- Long-term substitutes earn 1/2 day of personal leave for 15 days on assignment.
- Time absent is without pay, long-term status and rate of pay are uninterrupted.
- If a long-term substitute has used all of his/her earned personal leave and then misses work for one day or more, he/she will revert to the applicable standard daily rate when he/she returns.

Paraprofessional Substitutes

There is no "long-term" substitution for paraprofessionals.

Benefits

A substitute position is strictly a part-time, at-will position. Please see Substitute Eligibility for Health Insurance Coverage on page 14 for more information.

POSITION EXPECTATIONS

(Use of cell phones in classrooms is strictly prohibited.)

1. **Substitutes should plan to arrive at school no later than 7:15 a.m. and remain on campus until 3:45 p.m.**
 - a. Check in with the campus secretary and determine the location of the classroom.
 - b. Pick up notebook, lesson plan, roll sheets, keys and necessary materials for the day in the front office.
 - c. Inquire about special duty assignments.
 - d. Review the lesson plans and materials.
 - e. Review Substitute Teacher Folder (Emergency Management Plan).
 - f. Become familiar with the location of the restroom and office.
 - g. Check with the school secretary during any scheduled conference periods.
Substitutes will be assigned other duties during conference periods.
2. **Supervision of students is a classroom management and a safety responsibility.**
STUDENTS SHOULD NEVER BE LEFT UNSUPERVISED.
3. **Greet the students at the door or as they enter the area.**
 - a. Direct students to their seats.
 - b. Create a quiet, business-like atmosphere.
 - c. Remain standing to organize the class.
4. **Check the roll early in the class period using one of the following methods** (*For details on how to report attendance, see "Attendance Procedures" on page 12*):
 - a. Check off names as students arrive
 - b. Move quietly among the students, checking against a seating chart
 - c. Call roll.**Be careful to avoid delays or informality by chatting during the process.**
5. **Prepare for instruction.**
 - a. Place the assignment on the board or overhead projector before students arrive.
 - b. Immediately involve students.
 - c. Give a brief overview to get students started.
 - d. Your degree of involvement with the lesson will vary greatly according to the subject area, the assignment and your background. Do not hesitate to share your understanding. If you are unfamiliar with the content, circulate among the students and select students who are progressing well to answer questions or help others.
 - e. Lesson plans should be followed as closely as possible.
6. **Organize the "little" details so that student movement is minimal:**
 - a. Have students pass papers to the front of each row and count them.
 - b. Have students place homework/test papers on the corner of their desks and pick them up.

- c. Do not permit wandering, pencil sharpening, throwing away trash, unnecessary restroom breaks, etc.
 - d. Make use of student monitors to assist in collecting materials or passing the trash can rather than having students move around the room.
7. **Be prepared with time-fillers appropriate for the grade level.**
8. **Check out for the day.**
- a. Collect all papers and store in the teacher's desk.
 - b. Make notes for the teacher indicating class progress and/or leave appropriate message.
 - c. Secure the room.
 - d. Return notebooks, keys and materials to the campus secretary.
9. **The dress code for substitutes, like that for the regular teacher, requires a neat professional appearance. Substitutes given a physical education/regular classroom assignment are expected to dress appropriately for each assignment.**
10. **Building personnel are available for assistance. Do not hesitate to ask for help.**

COCISD Employee Dress Code

- Male employees shall wear slacks or “Dockers” type pants that are neat and clean.
- Shorts or wind-pants worn by employees will be considered appropriate when the assignment is in the gym or on the athletic field. **When in the main buildings or classrooms, or when involved in duties not in the gym or on the field, shorts or wind-pants are considered inappropriate.**
- Male employees are encouraged to wear shirts with a collar and a neck tie.
- Male employees will not wear earrings. Females may wear no more than two earrings in each ear. Employees may not wear body or mouth ornaments.
- Hair (including facial hair) should be neat, clean and well groomed.
- Female employees are encouraged to wear dresses, skirts, slacks, or mid-calf dress capris. The minimum length of dresses or skirts must be at or about knee length.
- Employee may not wear halter-tops, see-through clothing, low cut tops, tank tops, muscle shirts, strapless garments or clothing with spaghetti straps. Employee’s clothing may not be tight or revealing (no cleavage, midriffs, or undergarments are to be visible.)
- **Employees must keep tattoos covered at all times while at school and at school related activities.**
- House shoes, shower type shoes or flip-flops are not permissible.
- **T-shirts are not considered professional dress and are not allowed.**

In general, employee dress should be moderate and express employment in a public school. Employees should set themselves apart from students by their choice of clothing.

Spirit Day Dress Guidelines

Trojan Spirit Days will be on Thursdays at Lincoln Junior High and Fridays at Coldspring-Oakhurst High School during the school year, and is designed to promote pride in Coldspring-Oakhurst CISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans if the following guidelines are followed:

- A district-specified collared shirt which exemplifies school spirit and Trojan pride are the only shirts allowed.
- Jeans, which are clean, neat, and in good condition (no holes nor frayed).

PROFESSIONAL ATTITUDE

The substitute has a professional obligation even though he/she is not a regular teacher. Extreme caution should be used in expressing personal reactions and derogatory opinions about activities in the classrooms of the various schools. If there is a problem, a practice or a policy of the school with which you disagree, or a suggestion you wish to make, the principal of the school is the person to whom comments should be directed. The principal is the person to take proper actions to solve problems or explain fully all the details of whatever is questioned. An individual child's education progress is the confidential information of the staff of the school just as is a medical case with a doctor. It is not to be discussed outside the school. It is unlikely that you will encounter serious discipline problems. It is our belief that when children are involved in relevant and interesting activities, undesirable behavior will be reduced to a minimum. Questions or concerns regarding student management should be directed to the campus principal. The substitute should NOT attempt to restrain a student or become involved in a verbal confrontation at any time. The substitute is responsible for seeking assistance from another teacher or administrator if a negative situation begins to escalate.

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

1. Start the day out quickly, firmly and concisely. Be pleasant. Appear confident. Let the students know "anything doesn't go." The substitute teacher's first words and actions usually go a long way to set the day's discipline. You must command respect with your actions.
2. Get the students busy at the beginning of the day. **KEEP THEM BUSY!**

3. Problems might be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
 - a. “Raise your hand if you can tell me where the attendance folder is.”
 - b. “Raise your hand if you know the names of absent children.”
 - c. “John, where is the handwriting paper?”
4. Students are likely to say: “This is not the way our teacher does it.” Tell them at the beginning: “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” However, children often feel more secure when they follow an established routine, so try to hold to the time schedule and other “anchor” routines.
5. Complement things in the room (if applicable) and inquire about the things around the room, especially if they look like student projects.
6. Put conversations and discussions on the students’ level, but do not talk “down” to them. Involve the students.
7. With any group, an effective substitute teacher will:
 - a. Smile
 - b. Be friendly
 - c. Show enthusiasm
8. Know the students’ names. Pick out the “disruptive children” and have them help you — even the smallest task can put them on your side.
9. Remain calm and relaxed. Don’t lose your “cool.”
10. Maintain established routines as much as possible.
11. **BE POSITIVE!** Try and see that every student has some success or praise each day. Just a pleasant word or an appreciative smile works wonders.
12. Firmness is important. Children need to know you **can and will** control any situation. **BE FIRM, BUT KIND!**
13. Keep students busy and engaged on-task.
14. Seek assistance from another teacher if difficulties or questions arise during the school day.

Attendance Reporting Procedures

- * Use black/blue ink only. Never use colored ink, pencil or white out.
- * If you make a mistake, mark through it and initial the correction.
- * Sign/date the document and print **your legal name that is in the system, based on your social security card.**
- * If the student is not in class, mark them absent by circling “A.” Even if you know they are in In-School Suspension (ISS), the front office, the nurse’s office, etc., they should be marked absent.
- * If the student comes to your class **no more** than 10 minutes late, circle “T.”
- * If the student comes to your class **more** than 10 minutes late, circle “A” and make a note on the form: “More than 10 minutes late.”
- * Turn in any absence/tardy notes the students give you to the Attendance Clerk at the same time the attendance sheet is collected.
- * Leave a note for the teacher indicating which student/s was absent. This will alert the teacher that the student needs make up work.
- * If there is ever an issue or you have a question, contact the campus attendance clerk, secretary, or leave a sticky note on the attendance sheet.

Campus Attendance Clerks:

James Street Elementary/Coldspring Intermediate: Meredith Lee, 936-653-1190, mlee@cocisd.org

Lincoln Junior High: Yolanda Martinez, 936-653-1156, ymartinez@cocisd.org

Coldspring-Oakhurst High School: Mary Gray, 936-653-1124, etyson@cocisd.org

Substitute Eligibility for Health Insurance Coverage

Coldspring-Oakhurst CISD 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 Coldspring-Oakhurst CISD.

Although the district reasonably expects most 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.

All newly hired substitutes must enroll in or decline medical coverage within 31 days from date of hire. Returning substitutes must enroll in or decline medical coverage during the annual open enrollment period every August. 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 will be deducted from your pay for the preceding month. If your pay is not sufficient to cover the full premium, you must submit the difference to the district by the last day of the preceding month. If the last day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. 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 accept at least 5 offered assignments per year
- 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. Please print out this form, check the appropriate choice, complete and sign the form and return to your campus or department secretary for collection by HR.

____ I respectfully decline the offered Health Insurance.

____ I wish to enroll for the Health Insurance. (Please contact Cassie Gregory in the district's HR department, 936-653-1138, to enroll)

Printed Name

Signature

Date