



# Lytle Independent School District

## 2016-2017

# Substitute Teacher Handbook

**Our greatest contribution to mankind is to be sure there is a teacher in every classroom every day who cares that every student learns and grows and feels like a real human being.**

**-Donald Clifton**

# **INTRODUCTION**

Welcome to the Lytle Independent School District!

We have an outstanding school district where children truly come first. Our district has 5 campuses, Lytle Primary, Lytle Elementary, Lytle Jr. High and Lytle High School, and Lytle DAEP. Our teachers, staff and administrators are dedicated individuals who are committed to providing students the best possible education.

The Handbook for Substitute Teachers was created to provide you with information about becoming a substitute teacher in Lytle ISD.

In this Handbook, you will find information regarding required qualifications, pay information and pay date, and specific guidelines and policies that apply to substitutes at Lytle ISD. In addition to the Handbook, you can find other information on the Lytle ISD website ([www.lytleisd.com](http://www.lytleisd.com)), including information on using AESOP Subfinder, the substitute automated calling system, which features both telephone and online access to available jobs.

## **Lytle Vision Statement**

Lytle ISD is a relationship focused environment that serves as a launching point for students to realize their potential.

We instill character, confidence and respect.

We foster curiosity.

We equip to achieve.

We expect excellence.

## **QUALIFICATIONS**

To qualify to serve as a substitute in Lytle ISD you must:

- Be at least 18 years of age;
- Hold a High School diploma or GED certificate

## **REQUIRED DOCUMENTS FOR SUBSTITUTE POSITIONS**

- Substitute Application (Completed online at [www.lytleisd.com](http://www.lytleisd.com))
- Criminal Records Check/Fingerprinting Verification (Completed prior to processing)
- Complete I-9 Employment Verification Form
- Complete W-4 Employee's Withholding Allowance Certificate
- Complete Direct Deposit Authorization Form  
- voided personal check must be attached to form
- Copy of Social Security Card
- Copy of Drivers License
- Copy of high school diploma, GED certificate or college transcripts
- If completed, valid Texas Teaching Certificate with verification of appropriate exam(s) or professional license.
- Signed Substitute Teacher Handbook Receipt

## **STANDARDS OF CONDUCT**

All District substitutes shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve in the best interest of the District. Substitutes shall comply with the standards of conduct set out in policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

## **DUTY HOURS**

	<b>Full Day</b>	<b>Half Day</b>
<b>High School</b>	<b>8:30 am to 4:30 pm</b>	<b>12:30</b>
<b>Jr. High School</b>	<b>8:30 am to 4:30 pm</b>	<b>12:30</b>
<b>Elementary School</b>	<b>7:30 am to 3:30 pm</b>	<b>11:30</b>
<b>Primary School</b>	<b>7:30 am to 3:30 pm</b>	<b>11:30</b>
<b>DAEP/ISS</b>	<b>7:30 am to 3:30 pm</b>	<b>11:30</b>

Substitutes must stay for the entire duty period and are required to check in and out at the end of the day. Substitutes must confirm duty hours by reviewing hours noted on job/assignments at the time of acceptance.

### **EXTRA DUTY**

Substitutes shall fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, hall duty, or other special duties assigned by the campus administrator. If needed, substitutes may also be reassigned to a different classroom.

### **CANCELLATIONS**

Substitutes are expected to work all accepted assignments. Cancellations directly affect the district's ability to fill jobs in a timely manner, especially if they are done within 24 hours of the assignments. However, if a situation arises where a substitute must cancel an assignment, the substitute must call the campus secretary and also access the job using AESOP to cancel it. As a courtesy to the district, this should be reported as soon as possible. Please note cancellations will be monitored closely and addressed accordingly by HR Department.

## **SUBSTITUTE PAY INFORMATION**

- Substitutes are paid bi-weekly. See “Lytle ISD Substitute Pay Schedule” for specific dates on the district website Human Resources information. Paycheck delays may occur during holidays/ breaks.
- The W-4 form must be completed, as this is used by Payroll for payment purposes. When completing the W-4 form, consider the tax table for the filing status; if you have not completed the filing status correctly, you may not have any taxes withheld in your paycheck. If necessary, please consult your tax accountant to make sure you have filed correctly.
- Direct deposit is required for all substitutes.
- Wage and Earning Statements will be emailed to email address listed on application. Notify the payroll department anytime your email changes.
- In order to expedite questions regarding pay, please remember the name of the teacher, date and campus site that you work at.
- Substitutes are to report to the office to sign in.
- Substitutes are required to punch in corresponding code with job assignment in Timeclock system.
- Official College transcript is required for degreed applicants to receive the corresponding daily rate. Please note that degreed includes bachelors or higher.

## **DEFERRED COMPENSATION PLAN**

We must meet federal guidelines by ensuring that all possible participants are notified of their eligibility. Lytle ISD offers deferred compensation plans for retirement purposes- 403(b).

For more information about this type of plan you may contact:

First Financial Administrators 1-800-523-8422

## 2016-2017 Substitute Teacher Pay

Non-Degreed Daily Rate	Degreed Daily Rate
65.00	75.00

Daily Rate= 8 hours

### Long Term Substitute Assignments

Substitute teachers who are working in an assignment for 11 days or greater, without interruption in work days shall be compensated at the long-term substitute rate for the length of the assignment. If a staff -development day is not worked in a long-term assignment, the substitute will be compensated at the regular daily rate until such time as the long-term requirements are met. The long-term pay will start over effective with the completion of eleven days again. A substitute that is hired for a long-term position for more than 30 consecutive days is required to be a Certified and NCLB Highly Qualified Teacher.

Long-term substitute rate will be reached after 10 days in same assignment.

Non-Degreed Daily Rate	Degreed Daily Rate
75.00	90.00

Daily Rate= 8 hours

## **OTHER IMPORTANT INFORMATION FOR SUBSTITUTES**

**ATTENDANCE** for students is to be done on the attendance sheet that is picked up at the office when you sign in. Attendance procedures should be followed according to campus guidelines. See campus secretary for information.

**CLOCK IN/OUT** It is very important that you arrive to work on time. See Duty Hours on page 4 of the Substitute Teacher Handbook. When you arrive on campus, please report to the office to confirm your assignment. You must sign in and pick up your name badge and attendance sheet. Before you report to class, clock in with your assigned time clock number. If you do not have one, you must pick one up at the administration office.

**COMPUTER** Substitute teachers are not allowed on the teacher's computer. Substitute teachers should not access the Internet for personal reasons. Students may access the internet for instructional purposes. Student use of the internet should be closely monitored.

**DISCIPLINE** If you are experiencing a discipline problem with a student, if available, push the call button and ask someone to come to the classroom. If you are outside with your class, let another teacher on duty know that you need help. Please **DO NOT** handle discipline on your own.

**DISMISSAL** See Duty Hours on page 4 of the Substitute Teacher Handbook for the dismissal time. Students are not to be dismissed until the bell rings. Students are dismissed to go to the bus loading and pick up area. Students **MUST HAVE A NOTE** from their parents to go home differently than their normal scheduled way. Never leave a student that has not been picked up unattended. Student must be taken to the office. When you check in to the office you can inquire and see if you are schedule to be on duty in the afternoon.

**DRESS CODE** Substitute teachers are required to dress professionally.

**EARLY DISMISSAL OF STUDENT FROM THE CLASSROOM** Students who need to leave your classroom during the school day or are being picked up early by parents will be called over the intercom to report to the office. Parents may **NOT** pick up students from the classroom unless they have written permission from the office or if the office has notified you or prior arrangements.

**EMERGENCIES** If you or a student has an emergency in the classroom, if available, use the call button located on the wall to call the office. State that you have an emergency and need someone in your class right away. You may also send a responsible student to the office to deliver the message.

**FIRE AND EMERGENCY DRILLS** Substitute teachers are expected to become familiar with emergency drill procedures, which are posted in every classroom.

**LESSON PLANS** There should be a substitute teacher folder on the teacher's desk with lesson plans, a schedule and duties. If you cannot locate this folder, check with the other grade level teachers. Please follow the lesson plans and schedule as much as possible. Be sure to leave a brief note for the teacher informing them on how the day went. Leave the classroom clean, neat and orderly.

**LUNCH, CONFERENCE AND PLANNING TIMES** You will have a 30 minute lunch. If you have lunch duty first, you will be allowed a 30 minute lunch after students finish and go out to recess/hallway. During conference and planning time, if the teacher did not leave you specific instructions on what to do, please report to the office. You may be asked to fill in at another class or go on duty.

**MEDICATIONS** are never to be distributed in the classroom by a substitute teacher. All medications must be distributed by the campus nurse or nurse's aide. If a student has medication, please send student to the nurse's office immediately.

**SNACKS IN THE CLASSROOM** Unless specifically indicated on the teacher's lesson plans, students are not allowed to eat in the classroom. **NEVER** give students candies, sodas, sweets or any kind of food.

**STAFF LOUNGE** Substitute teachers are welcome to eat lunch in the lounge. Students are not allowed in the staff lounge.

**VISITORS IN CLASSROOM** Parents and/or visitors **MUST** sign in at the office and pick up a **VISITORS BADGE** before visiting classrooms. Any visitor that comes into your room without a visitor's badge must be informed to return to the front office.

## **CAMPUS/TEACHER RESPONSIBILITIES**

### **Campus Responsibility**

Schedules will be available for both the regular school activities and other special events that may arise. The school will create an atmosphere of helpfulness, understanding, and respect toward the substitute teacher.



## **Teachers Responsibility**

The regular classroom teacher will make the following information/instructions accessible to the substitute teacher:

- Lesson plans made out in sufficient detail
- Class roll
- Student's names and seating charts
- Weekly and daily time schedule, including special duties, for example, lunch duty, bus duty, etc...
- Fire Drill and Emergency Procedures
- Important or unusual information about any student
- The location of textbooks, workbooks, manuals, or any other resource you may need.

## **SUBSTITUTE TEACHER RESPONSIBILITIES**

The substitute teacher should report to the campus office upon arriving at school to receive his/her assignment. After receiving the assignment, the substitute teacher should report to the assigned classroom. The following items should be observed as preparation before the day begins:

- Become familiar with the procedure for checking class rolls, lunch schedules, and rules for emergency fire and disaster drills.
- Information will be provided by the campus regarding attendance-taking procedures. Do not allow students to take attendance.
- Review lesson plans prepared by the regular teacher and locate materials for carrying out the assignment.
- As a means of creating the appropriate classroom climate, the substitute teacher should introduce himself/herself to each new group of students with whom he/she has contact throughout the day.
- Maintain a professional attitude towards your work. Substitute teachers are expected to observe the same ethical codes as regular teachers. Your attitude and professionalism will have a great deal to do with your acceptance by the faculty and the students and your ability to continue serving as a substitute teacher in Lytle ISD. Be professional at all times.
- Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you. Do not leave your cell phone on during duty hours. Personal phone calls using a cell phone are not allowed during the duty hours.
- It is important that the regular teacher be informed of the materials covered during absence. As you prepare your daily summary, report only that which is necessary and remember not to criticize the regular procedures.

- At the end of the day, leave the classroom neat and orderly. Return any keys to the campus office and check to determine the need for further service.
- Substitute teachers are to follow the lesson plans and the instructions provided by the regular teachers.
- The substitute teacher should not assign written work and leave it to be graded, except as the request of the regular teacher.
- Substitute teachers are responsible for the students, equipment, and materials assigned to their care.
- Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulation of the school.
- **A SUBSTITUTE TEACHER MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.**
- **A SUBSTITUTE TEACHER SHOULD NEVER PHYSICALLY HANDLE A STUDENT. IF THE SITUATION REACHES THIS LEVEL OF INTENSITY, A SUBSTITUTE TEACHER SHOULD CALL FOR THE ASSISTANCE OF A CAMPUS ADMINISTRATOR.**
- When a student cause behavior problems which are disruptive to the learning environment, the substitute teacher should remain calm, and then refer those students to the campus administrator with a discipline slip or note explaining the circumstances.
- **THE SUBSTITUTE SHOULD NEVER LEAVE THE CLASSROOM UNATTENDED.**
- Firm, fair treatment of all students, combined with explicit explanations and directions will prevent many disciplinary problems.
- The substitute teacher should leave the regular teacher a brief summary of the day's activities. The brief summary may explain student attendance and/ or behavior or any other information that may be helpful to the teacher.
- A substitute teacher should not permit a student to leave the school grounds without checking with the campus administration.

## **PERFORMANCE EVALUATION**

- Substitute teacher performance may be evaluated by campus administrator.
- A campus administrator may request that a substitute not be allowed to continue to accept assignments at their respective campus due to poor performance.
- Substitute teachers who receive two negative evaluations from campus administrators within one school year will not be allowed to substitute until such time as the concerns are appropriately addressed by the Human Resource Department. Please note that previously scheduled assignments during this period will be canceled until the issues are resolved.
- A third negative evaluation will result in termination.

## HELPFUL HINTS FOR SUCCESS

Each campus has its own personality and will vary in procedures and routines. Awareness of the following points will help in your performance as a substitute teacher.

### **The Start of the Day**

- Arrive early to the school, check in at the campus office and receive special instructions and information packet.
- Introduce yourself and sign in for the employee you will be replacing for your assignment.
- If arrangements were not made, ask about parking provisions.

### **Expectations and Suggestions**

- Neighboring teachers can be and are willing to be helpers in interpreting rules, in understanding lesson plans, and in controlling citizenship.
- Talk and act professional; this commands respect from the students. Establish a good "first impression." Immediately establish your behavior expectations.
- Write your name on the board. Greet the students as they enter the classroom.
- Listen to announcements and have students pay attention.
- Check the class rolls (seating charts) carefully and as quickly as possible.
- Stand at the door of your classroom during passing periods.
- Do not permit students to leave the classroom indiscriminately to locker, bookroom, telephone, restroom, clinic, counselor, etc. during the class period. Students who must leave the classroom should receive a written pass to the specific area, time and dated.
- Never leave your classroom unsupervised; send a student to the office or the classroom next door if you need assistance.
- Use positive rather than negative requests and suggestions.
- Use the lesson plans provided by the regular teacher. Let the students know you plan to follow these plans.
- Exhibit a positive, enthusiastic attitude toward the assignment.
- Be respectful of your students. They need patience, consistency, good judgment, and a sense of humor!
- Dress professionally including modesty and cleanliness.

## **Closing the Day**

- Stay in your classroom after the last bell in case a student comes by for help with an assignment from that day's lesson.
- If possible, correct the papers completed that day.
- Leave the student papers in the designated place for the regular teacher.
- Leave a note for the regular teacher indicating how well everything went and/or any problems you may have had.
- Leave the room clean and in order. Turn lights off.
- Return all forms, folders, badge and keys to the office before leaving the building at the end of the day.
- When your day is finished, check out through the office. Must clock out using the Timeclock system.
- Leave information to the teacher regarding the day in the classroom and a list of students who were absent.

## **SEXUAL HARASSMENT**

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. There can be two types of harassment:

### **"Quid pro quo"**

Occurs when employment benefits are contingent upon sexual favors or adverse job consequences result from an employee's refusal to submit.

### **"Hostile work environment"**

Is based upon unwelcomed repeated sexual comments, innuendos or touching which alters conditions or interferes with school/employment performance or access to opportunities of the district.

Sexual harassment can consist of unwelcomed sexual comments or physical contact. The behavior often occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student does) or more informal power (such as one peer over another).

All Lytle ISD employees will refrain from all forms of sexual harassment. All district campuses have a notice posted advising how to report complaints under Title IX. For additional information, contact Laura Uribe-Center, Director of Human Resources, at 830-709-5100.

# SUBSTITUTE WORK RECORD

Date	Location	Replacing	Subject	Full Day	Half Day

## Campus Office Staff

<b>Campus</b>	<b>Principal</b>	<b>Secretary</b>	<b>Telephone</b>
High School	Loretta Zavala	Erica Camacho	830-709-5105
Jr. High School	Kenneth Dykes	Adalia Gonzales	830-709-3103
Elementary	Harry Piles	Roxanne Garcia	830-709-5130
Primary	Wendy Conover	Ruth Garcia	830-709-5140
DAEP/ISS	Amy Bibler	Sandra Jopling (Counselor)	210-478-0032 OR 210-508-9857

## District Human Resources Staff

Barbara De La Fuente	<a href="mailto:bdelafuente@lytleisd.com">bdelafuente@lytleisd.com</a>	Payroll Clerk
Sissy Joyce	<a href="mailto:sjoyce@lytleisd.com">sjoyce@lytleisd.com</a>	Office Clerk
Laura Martinez	<a href="mailto:lmartinez@lytleisd.com">lmartinez@lytleisd.com</a>	HR Clerk
Dora Swann	<a href="mailto:dswann@lytleisd.com">dswann@lytleisd.com</a>	Payroll Supervisor
Laura Uribe-Center	<a href="mailto:lcenter@lytleisd.com">lcenter@lytleisd.com</a>	HR Director
Office Telephone:	830-709-5100	
Office Fax:	830-709-5104	
Email:	<a href="mailto:lytlehrdepartment@lytleisd.com">lytlehrdepartment@lytleisd.com</a>	

## Lytle ISD / Administrative Office

**Mailing Address:** PO Box 745

Lytle, TX 78052

**Physical Address:** 15437 Cottage Street

**Web Address:** [www.lytleisd.com](http://www.lytleisd.com)