

Keller ISD

Substitute Handbook



Intentionally Exceptional

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FOREWARD

The purpose of this handbook is to help substitutes and Keller ISD establish a mutual understanding of requirements, policies, and procedures.

Keller ISD and the Keller ISD Board of Trustees, and professional staff believe substitutes serve an important role in our total school program. Substitute teachers play a very important role in upholding the high standard of education in our school system. The presence of the substitute teacher must ensure a continuous program of quality instruction for all children. The substitute experience involves new and different situations several times a day, and the work is never easy. Substitute teachers are expected to meet this challenge with personal dedication and in a sincere, conscientious effort.

Substitutes should feel free to call upon members of the Human Resources Staff for assistance.

Johjania Nájera
Director of Human Resources
(817)-744-1086

Penny Henderson
Substitute Specialist
(817)-744-1082

Keller Independent School District is an equal opportunity employer and does not discriminate against persons because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Keller Independent School District prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities. The Title IX Coordinator is Penny Benz, Assistant Superintendent of Human Resources, 350 Keller Parkway, Keller, TX 76248 (817) 744-1000.

GENERAL INFORMATION

WHOLE DAY/HALF DAY GUIDELINES

Currently these are the guidelines for whole day/half day determinations:

1. Substitutes who work **four (4) hours or less** per day will be credited for **one-half** day's work.
2. Substitutes who work **more than four (4) hours** per day will be credited for having worked **one full day**.
3. Paraprofessional substitutes (teacher's aides, content/mastery aides, etc.) are scheduled to work an eight (8) hour day with thirty minutes for lunch. This constitutes a seven-and-one-half (7 ½ hour) day.

*** Substitutes who are originally scheduled for one-half day assignment but work long enough to qualify for full-day pay are expected to teach additional classes or perform other duties within reason if requested by the principal/designee.**

REPORTING TO WORK

All substitutes need to check in the school office with the Campus Sub-Coordinator when reporting for work. **Do not report to the classroom because you run the risk of not being paid for that day if you fail to sign the teacher's record of absence form.**

If for some reason at the last minute you cannot fulfill a scheduled assignment, contact the campus that you were to work and cancel the job on Aesop.

No reminder calls or notices for scheduled jobs are given. The automated calling system will not call you regarding the advance date. **Please put this date on your calendar and be responsible for your own schedule.**

SUBSTITUTE INACTIVITY

Substitutes who do not work at least once in a 90 day instruction period will be considered inactive and removed from the active substitute list. Individuals removed from the substitute list, due to inactivity, must reapply and meet the current hiring requirements.

ID BADGE

For identification purposes, please wear your badge at all times while on campus.

An identification badge will be given to you at the time of hire. There is a \$10 fee for all replacement badges.

SUBSTITUTE PAY SYSTEM VERIFICATION

For jobs worked beginning August 25, 2008 the Keller Independent School District pays its substitutes based on the scale outlined below:

| Educational Qualifications | Regular Scale | Extended Scale | Long Term Scale |
|---|----------------------|-----------------------|------------------------|
| High School/Equivalent | \$63.00 | \$68.00 | |
| 30 + College Hours | \$70.00 | \$75.00 | |
| 4-year College Degree No Texas Certificate | \$85.00 | \$90.00 | |
| Valid Texas Certificate | \$85.00 | \$90.00 | \$245.98 |

***** If your level of education changes at anytime, it will be your responsibility to bring in a current transcript showing the date conferred for any increase in pay. **The increase of pay is given on the day that the Human Resources department receives your transcript.**

The extended rate applies on the 11th consecutive workday of an assignment for the same teacher. The long term pay scale (for Texas Certified Teacher) begins on the 36th consecutive day. **If a substitute breaks service on a long-term assignment, the pay rate reverts to the regular rate and the count for consecutive days starts over.** Only those substitutes with a valid **TEXAS TEACHING CERTIFICATE** will be allowed to accept a long-term substitute assignment. (Ex. Maternity leaves, car accident, surgery etc.)

Note: Pay for any jobs worked after the cut-off date or Absent From Duty Forms submitted without a Substitute's signature will be included in the following pay cycle.

PAYROLL INFORMATION

CLOCKING IN PROCEDURES:

Keller ISD has implemented a “thumbprint” clocking in system. This allows Keller ISD to track your jobs more accurately. However, it is recommended that you keep a calendar of the dates you worked, the teacher/aide for whom you subbed, and at which campus you worked, whether it was a full or half day substitute job and the job number. This will come in handy in case you feel there is a discrepancy in your paycheck.

Please check with the campus Substitute Coordinator for location of the time clock.

If you fail to clock in at the campus or find a discrepancy in your paycheck, you will need to contact the Payroll Department.

If you are a substitute who is on a long-term substitute assignment, you must clock in every day as well as sign your paper work. Failure to do so may interrupt your long-term pay.

PAY PERIODS

Substitutes are paid on a bi-weekly schedule. You are encouraged to keep a calendar that includes dates worked, the name of the teacher/aide and the campus.

DIRECT DEPOSIT PROCEDURES

Your participation in a direct deposit program is required as a condition of employment. There are a couple of options for participation.

- 1) Complete a direct deposit authorization agreement form, attach a voided check and return to the Payroll Department. ****NOTE** Payroll cannot accept temporary checks or deposit slips.**
- 2) Enroll in the CashPay program.

CHANGING BANKS OR BANK ACCOUNTS

If you plan to close the account for your current direct deposit, it is imperative to stop direct deposit before you close your account.

Please bring these requests directly to the Payroll Department.

STOPPING THE DIRECT DEPOSIT

Fill out a Cancellation Form in the Payroll Department in person. This will include your name, social security number and signature.

EMPLOYEE ACCESS CENTER (EAC)

You can use the EAC to view / print payroll stub information.

The EAC provides immediate online access to HR and Payroll information for all active Keller ISD substitutes. To access, click on the EAC button at the bottom of the Keller ISD homepage or go to <https://eac.kellerisd.net/EAC3/Login.aspx>.

You can also use the EAC website to update your address.

**THE
SUBSTITUTE'S
COMMITMENT**

RESPONSIBILITIES OF THE SUBSTITUTE:

Substitutes are expected to observe the same code of ethics as the regular employee. It is important that a professional attitude toward the job is maintained. Individual criticism of other teachers or other schools destroys public confidence in the school system, in the teaching profession and in the community. Complaints from substitute teachers should be directed only to the campus principal or the Director of Human Resources

A friendly, cheerful and cooperative attitude toward both the campus personnel and students will help to start the day right and keep it running smoothly. Your attitude will contribute greatly to your acceptance by the faculty and the students.

- Under no circumstances should a substitute take any reading material, i.e. book, magazine, newspaper, etc, and read while on duty.
- Under no circumstances should a substitute be on their personal laptop or do homework / study while on duty. **It is the District's recommendation that you not bring your personal laptop, Kindle, etc.**
- Substitutes are not to watch television during the class time.
- The only reason the television should be on is to show a video that the teacher has left for the day's lesson plans.
- Do not bring your own videos to be shown in the classroom.
- The use of cell phones is prohibited while in the classroom.
- The school exists for the students. The first obligation of the teacher is to the students.
- The substitute teacher should use extra caution in expressing personal opinions and reactions about any subject.
- Complaints, comments and/or questions should be directed to the campus principal.

CHILDREN NEED FULL-TIME SUPERVISION.

DRESS CODE AND APPEARANCES

Recognizing that all substitutes reflect the standards of Keller Independent School District, and that good taste is a part of a substitute's professional responsibility, substitutes shall:

- Maintain high standards of appropriateness and neatness.
- Dress in good taste with no extreme variations.
- Hair, mustaches and/or beards should be clean, neat and well groomed.

The following items are meant as examples, not an exhaustive list:

Appropriate

Coats/ties, slacks, khakis, golf shirts, casual dresses/skirts, cropped pants (just above ankle), capris, dress sandals

Inappropriate

Flip flops, athletic wear, jeans, shorts, sweat suits, faded clothing, visible tattoos, visible body piercing (except ears), tank tops, sundresses, sleeveless shirts (men), work boots, midriff/cleavage/undergarments should not be visible

It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. You will be notified of this when you accept an assignment.

If you have doubts about your attire, it is probably best not to wear it.

DUTY HOURS

- The school day schedule varies at the different schools.
- You are expected to remain on duty the entire school day and follow the same work schedule as the regular teacher, including such responsibilities as hall duty, lunchroom duty, playground duty, and other duties as assigned by the principal.
- You should arrive promptly at the appointed time in order to review the materials needed for the day and to receive any necessary directions.
- Upon arrival at the school, you will need to report to the campus office and ask for the sub coordinator. Tell the coordinator the name of the person for whom you are substituting. The coordinator will give you directions to the classroom.
Do not go directly to the classroom upon your arrival to the campus.
- At the close of the school day, check with the school office to determine if the person for whom you are substituting will return the following day, or whether your services are again needed.

- If a personal injury arises during the day, notify the office/school nurse as soon as possible.
- Do not plan to have anyone visit you while on duty as a substitute teacher. Do not expect to leave the classroom for personal calls. Messages will be delivered to you.
- Do not keep your cell phone on while in the classroom. You may use your phone on your break or at lunch.
- Substitute teachers are expected to keep confidential any information about the school (students, parents, and principal) which might be gained while substituting. Concerns growing out of the substitute teaching experience should be addressed through the proper administrative channels.
- **There are no guaranteed conference periods for substitutes.** Some days you may be asked to work in another area during that time.

CLASSROOM MANAGEMENT

Classroom management seems to be the most challenging aspect of substitute teaching. These suggestions may be helpful to you:

- Learn the names of the students as quickly as possible.
- Maintain discipline in the classroom at all times. Each school has a disciplinary procedure, usually clearly posted in each classroom. Should discipline problems occur, follow the discipline plan.
Do not administer corporal punishment or physical contact of any kind.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Be friendly, firm and consistent.
- Be sure students understand what is expected of them. Use praise generously and show respect for students.
- Use appropriate vocabulary for the classroom.
Inappropriate language will not be tolerated.
- You will refrain from physical contact when correcting children or in any other situation.
- The Team Leader/Department Chairperson and the team members will be very helpful. They will provide additional assistance.

- The student teacher is in charge of the class if teaching duties have been assigned. The substitute is to remain in the classroom at all times to supervise both student teacher and students.

CLASSROOM MANAGEMENT SKILLS

Be Prepared

- Arrive Early
- Obtain needed administrative information
- Scout the classroom
- Locate needed teaching materials

Take charge of the Classroom

- Start the class decisively
- Take roll efficiently
- Give directions concisely

Clarify Expectations Regarding Student Conduct

- Use a classroom discipline plan
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class

EDUCATIONAL CLASSES

EDUCATIONAL CLASSES

The information listed below is an explanation of the various Educational Classes you may encounter when working as a substitute for Keller ISD.

- **ESL Aide – (English, Second Language)**

This position works with the ESL teacher.

- **P.E. Aide**

This position works with the physical education teacher and assists with the supervision of students, demonstrations, and some instruction.

- **Resource Aide**

This position works with special education students on specific content areas, goals and objectives utilizing approved interventions.

- **Content Mastery (CM) Aide**

This position works with special education students to provide instructional support across school environments.

- **ISS Aide (In School Suspension)**

This position works with students who have been assigned by an administrator for discipline reasons. The students do their regular classroom assignments given by the teacher.

- **PPCD (Preschool Program for Children with Disabilities)**

This position works in the PPCD classroom with 3 and 4 year old students with disabilities. Aide may be required to assist with toileting, dressing, and diaper changing and feeding.

- **Life Aide**

This position works with special education students in a self-contained classroom on functional academics and life skills individually developed for each student. Aide may be required to assist with toileting, dressing, and diaper changing and feeding.

- **Life Aide (Medically Fragile)**

This position works with special education students in a self-contained classroom. Instructional focus is on self-help skills such as toileting, feeding, diaper changing and alternative academic activities. This position works may also require implementation of a health services plan.

- **STACC Aide**

This position works with teacher to provide for physical and instructional needs of students with disabilities in special education setting.

- **STARS Aide / Positive Behavior Support Aide (PBS)**

This position works with teacher to provide for instructional and behavioral support for students with disabilities across school settings.

- **Pre-K Aide**

This position assists Pre-K teacher with instructional needs of ESL and/or economically disadvantaged students.

- **Educational Aide – Title 1**

This position assists teacher in preparation and management of classroom setting. Provide instruction to students in individual or small group settings as directed by teacher.

KELLER ISD
SEXUAL
HARRASMENT
STATEMENT

SEXUAL HARRASSMENT STATEMENT

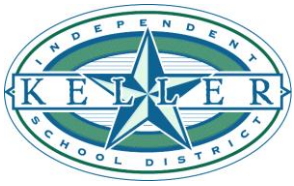
The district has developed and implements a sexual harassment policy to be included in the District improvement plan. *Education Code 37.083 (b)*

Any questions or concerns may be addressed to the following:

Penny Benz, Assistant Superintendent of Human Resources
350 Keller Parkway
Keller, Texas 76248
(817)-744-1077

-or-

Johjania Nájera, Director of Human Resources
350 Keller Parkway
Keller, Texas 76248
(817)-744-1086



PREVENTING SEXUAL HARASSMENT SUMMARY (See DIA and DAA (LOCAL))

- ❖ KISD prohibits harassment on the basis of the employee's race, color, gender, national origin, disability, religion, or age.
- ❖ Sexual Harassment is:
 - Unwelcome sexual conduct
 - Can be Words, Actions or Both
 - Prohibited when the conduct:
 1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
 2. Creates an intimidating, threatening, hostile, or offensive work environment; or
 3. Otherwise adversely affects the employee's employment opportunities.
- ❖ Retaliation is prohibited against a person who
 - Is alleged to have experienced harassment
 - Is a witness
 - Participates in an investigation
 - Makes a good faith report of prohibited harassment

Any report of harassment **MUST** be investigated. The District cannot promise absolute confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

What should you do if you have been harassed or know of any harassment?

- ❖ It is helpful to inform the harasser directly that the conduct is unwelcome and must stop!
However, you are **not** required to report harassment to the alleged harasser
- ❖ **You should always use the District's complaint mechanism:**
 - An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a District official:
 - A supervisor or campus principal **or**
 - The Title IX Coordinator (Penny Benz) **or**
 - The Superintendent
 - A report against the Title IX Coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

KISD's 5 Point Plan for prevention:

1. KISD has a sound sexual harassment prevention policy
2. This workshop and handout provides awareness and prevention training for administrators and employees
3. The District's complaint mechanism provides confidential and secure third-party reporting for victims and witnesses
4. KISD will always conduct incident investigation
5. KISD will promptly respond by taking appropriate disciplinary or corrective action to address the harassment.

AND there is protection from retaliation.



KELLER INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

2011-2012

All District employees shall perform their duties in accordance with state and federal law, District policy, administrative regulations, and ethical standards. [See DH(EXHIBIT)]

All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF
STANDARDS OF
CONDUCT

Employees shall comply with the standards of conduct set out in this 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. [See DCD and DF series]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

USE WITH
STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which employees may use text messaging to communicate with students; and

3. Other matters deemed appropriate by the Superintendent or designee.

An employee shall comply with the District’s requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media violates state or federal law or District policy or regulation, or interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

SAFETY REQUIREMENTS All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

RELATIONSHIPS WITH STUDENTS Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

EXCEPTIONS An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug

authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
 - Acts constituting abuse under the Texas Family Code.

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with administrative regulations.