

# MIDWAY

INDEPENDENT SCHOOL DISTRICT

## SUBSTITUTE TEACHER QUICK GUIDE

*Information in this handbook is subject to change. Changes in district policies may supersede, modify, or eliminate the information summarized in the booklet. As the district provides updated policy information, the employee accepts responsibility for reading and abiding by the changes*

*Midway ISD Policies: [www.midwayisd.org](http://www.midwayisd.org) > Departments > Human Resources > Documents & Forms > Employment Policies*

Midway Independent School District is in compliance with provisions of the Title IX of Public 92-318, Educational Amendments of 1972, and is an equal opportunity employer.

This school district and its career and technology education program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required Title IX, Section 504 and Title VI.

## General Information

Once requirements are fulfilled, an applicant will be approved by the Human Resources Department and will be activated in our finance computer system. The login assigned to you for your onboarding paperwork will be used to log in to the Employee Access Center.

Midway ISD uses the Aesop system for employee absences and for substitute job assignments. Substitutes may log in to the site by computer, or use their phone to pick up assignments. An Aesop ID and Pin Number will be issued once all required documents have been verified.

Two days before an employee absence, the Aesop automated system will begin the telephone calling process if posted assignments are still open.

Any changes of name, address, and/or telephone number must be updated in **both** Midway's Employee Access Center and in the Aesop system. Any update in educational status must be submitted in writing to the Human Resources Department in order to qualify for the rate change.

A substitute is responsible for abiding by any information in the Employee Handbook. Access to the Employee Handbook can be found by going to the Midway ISD webpage ([www.midwayisd.org](http://www.midwayisd.org)), clicking on Staff, then Staff Hub.

All employees, including substitutes, shall adhere to the district's dress code. Substitutes are considered professionals and should dress accordingly. An employee is not appropriately dressed if the employee is a disturbing influence in the classroom due to their manner of dress. Decisions made by the campus administrator regarding dress are considered final.

## Hours of Duty

The substitute teacher is hired by the district to work in half or whole day increments and expected to be on duty the entire time of the assignment and perform the duties of the regular teacher. Habitual tardiness will result in termination.

School day schedules for teachers vary from campus to campus. Aesop will provide specific information about the start times for each specific assignment.

Individual campus circumstances may require the assignment of a substitute for only a portion of the school day.

The substitute teacher may be reassigned during the day if extenuating circumstances arise at the campus.

Substitute employees are paid for 7 ½ hours per day and are classified as non-exempt employees for FLSA purposes of overtime compensation.

## Pay

Substitutes shall be paid according to the substitute rate schedule approved by the Board of Trustees:

- ✓ Professional substituting - college degree = \$75 daily
- ✓ Professional substituting - 90 college hours (documented), or principal recommendation = \$70 daily
- ✓ Long term professional substituting = \$100

Transcripts must be on file in the Human Resources Department in order for the corresponding compensation to be in place. Any pay increase will be effective the day the transcript is received by the Human Resources Department and will not be retroactive for any prior days worked.

Midway ISD has established an alternative retirement plan for substitute employees since the district is not set up to withhold social security. This plan covers part-time, seasonal and temporary employees. An amount of 6.4% is withheld from each check. Bencor, Inc. is the FICA Alternative Plan used by Midway.

Texas Certified teachers who substitute in a teaching assignment for 90 days or more during a single school year may be able to count that year for salary increment purposes for future full time teaching assignments in the state of Texas.

Substitute teachers will be paid on the 15<sup>th</sup> of the month for work completed in the previous month.

Substitute teachers who are required to be on duty for more than four hours will be paid for the full day. Likewise, substitute teachers who are required to be on duty four hours or less per day will be paid for one-half day.

All Employees are required to enroll in automatic payroll deposit. You can view your paycheck through the Employee Access Center. A link to Employee Access Center is found on the web under Quicklinks or under Staff, the Staff Hub. You will need to know your employee login information.

Specific questions concerning a substitute's paycheck should be addressed with the Payroll Office. Questions concerning the rate of pay or educational status should be addressed with the Human Resources Department.

## **Retirees as Substitutes**

The TRS definition of a substitute is someone who serves on a temporary basis in the place of a current employee. Retirees should carefully monitor the type of position for which they are working. A substitute may only substitute in place of a current employee, NOT a vacant position or extra help position.

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with TRS requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**

Retiring members must terminate all employment with a TRS-covered employer and remain separated from such for one of the following periods:

- One full calendar month, or
- Two full calendar months if the member is retiring with a May 31 retirement date and his/her job duties extend into June but no later than June 15.

Retirees may not begin substituting until they have been paid in full by the district following their resignation.

New rules for TRS reporting require districts to collect specific hours worked from a TRS retiree. When the new TRS reporting system is activated, you will be expected to clock in and out every time you work. We will notify you when this is to start.

## Beginning of day procedures

Substitutes should report directly to the school office to check in and sign the Aesop daily sign in sheet. Failure to sign this form may complicate the process and delay the substitute's paycheck.

All MISD staff are required to wear district ID badges. Generic substitute badges will be provided to you at the campus for the day.

Student attendance sheets will be provided. Please ask the building secretary to explain the process for completing attendance information when you first arrive.

Substitutes will not be provided with a room key, so please check with the office when you arrive to have the room unlocked. All classrooms should be locked at the end of each day.

Ask the Principal or designee about special directions and/or special campus activities planned for the day.

Turn your personal cell phone on silent or vibrate. **Cell phones should only be used for emergency and or instructional purposes.**

Introduce yourself to the teachers whose classrooms are next door or are in your vicinity.

Acquaint yourself with fire and safety drill procedures.

- Keep your cell phones on vibrate. They should only be used in times of emergency and instructional purposes.
- **Fire and emergency exits** are posted near the doorway of each classroom. Familiarize yourself with the exit procedures before classes begin.
- **Evacuation** - Fire, Flood, Gas Leak, Inside Hazardous Material Incident (Grab the safety bag in room and exit the building as quickly and safely as possible with the students)
- **Duck and Cover** - Tornado, Explosion (Go to specified safer areas of building)
- **Reverse Evacuation** - Severe Weather, Law Enforcement Actions, Outside Hazardous Material Incident (This is when you are outside with students, and you should return immediately to the classroom)
- **Shelter in Place** - Civil Disturbance, Outside Hazardous Material Incident (This is when there is free movement within the building/classes continue, yet the building is locked and students/staff are isolated from outdoor environment)
- **Lockdown** - Shooter/Intruder, Terrorism, Law Enforcement Actions (This is when you lock the classroom door, turn off lights, cover windows, and move into the safest corner of the room; Be prepared to run, hide, fight)
- When subbing, ask an administrator or a neighboring teacher to show you how to contact the office from the classroom.
- In case of emergency, always call 911.

## End of Day Procedures

Return materials and equipment to the proper place and complete any "end of day" instructions left by the teacher.

Please check out with the campus secretary at the end of the day for possible continued assignments and/or to report any issues that occurred during the day.

## Expected frequency of calls

It is difficult to give substitutes any estimate of how often they will be able to pick up assignments. Some of the influencing factors are: the district's daily need, time of year, dependability and reliability of the substitute.

## Evaluation of substitute teachers

The District will constantly monitor the quality of their substitutes. Substitutes are informally evaluated at the conclusion of each assignment by the district employee in the following areas:

- ✓ Did the Substitute Teacher follow lesson plans in a satisfactory manner?
- ✓ Did the Substitute Teacher leave the room in an orderly condition?
- ✓ Did the substitute Teacher leave sufficient information regarding the day's events/activities?
- ✓ Would the teacher want this individual to substitute again?

A substitute can be removed from a campus only at the discretion of the campus administrator. The District may remove a substitute from Aesop if the substitute receives poor evaluations from campuses, continually turns down assignments, or continually cancels assignments.

## Canceling an Assignment

If you are unable to fulfill your assignment, you must cancel either online or by calling the automated system at 1-800-942-3767. If an emergency arises and you must cancel at the last minute, call the campus directly and inform them. Below is a list of Campus Substitute Coordinators:

High School –761-5650 ext 2052  
Middle School –761-5680 ext 3072  
River Valley –761-5699 ext 4708  
Woodgate –761-5690 ext 4166  
Woodway –761-5740 ext 6484  
Hewitt –761-5750 ext 6556  
Speegleville –761-5730 ext 6350  
Spring Valley –761-5710 ext 6150  
South Bosque –761-5720 ext 6243  
Castleman Creek –761-5755 ext 6655

A substitute shall not cancel one assignment to accept another. Aesop system will not allow you to pick a new assignment for the same day that you have canceled from another assignment.

If there are special circumstances where you believe it will be best to cancel one assignment in order to accept another, please call the campus substitute coordinator and work out details with them.

## Removal from Service

A substitute who is unable to continue working for MISD is asked to contact the Human Resources Office. An email resignation will be acceptable.

Substitutes may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the substitute may be restricted immediately from service to the district. Substitutes may also be excluded from working at particular campuses if the school administration

and the Human Resources Administrator conclude it is in the best interest of the District to do so. Circumstances which could lead up to termination are:

- Habitually turning down job opportunities
- Routinely cancelling jobs
- Not using the “non-work” day feature in AESOP to communicate days not available to work
- Refusal to follow lesson plans.
- Not following the District’s policies and procedures
- 2 campus exclusion requests

## Other Information

**Confidential Information:** Substitute teachers are expected to keep information confidential concerning students, staff or school-related business, which might be obtained while substituting.

**Professional Ethics:** Substitutes have a professional obligation to Midway ISD students and staff even though they are not regular teachers. They should use extreme caution in expressing personal reactions and opinions about what they observe in the classrooms. Under no circumstances should a substitute criticize a regular teacher or the students in the presence of other teachers or students. Substitute teachers should endeavor to preserve the regular routine of the class, to follow lesson plans, and to perform all duties expected of the regular teacher.

**Fire and Emergency Drills:** Fire and emergency exits are posted near the doorway of each classroom. Familiarize yourself with the exit procedures before classes begin.

**Bad Weather Days:** If the weather requires schools to close or to start late, an announcement will be made on radio and television stations by 6:30 am. It is the substitute’s responsibilities to listen for school closings or delays. If school is delayed, the substitute will report 30 minutes prior to the time announced. When possible, bad weather announcements will also be posted on the district website, [www.midwayisd.org](http://www.midwayisd.org).

**Parking:** Substitutes at the High School should ask for a temporary parking pass when they check in at the Assistant Principal’s office. Park in the visitor’s parking lot at all other campuses.

**Reporting Accidents:** A substitute that has an accident in the course and scope of employment, regardless of seriousness, must report it to the campus nurse or supervisor. Campus nurses or supervisors will assist the substitute in completing the appropriate paperwork and will assess the injury to see if medical attention is recommended. Procedures for reporting worker’s comp injuries can be found on the Midway ISD website under Staff, then Staff Hub, and click on “Workers Compensation Information”

## Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Substitutes who suspect that a student has been or may be abused or neglected should immediately report their concerns to a campus administrator or counselor. Understanding that substitutes are not as familiar with district processes as permanent staff; the campus administration will assist subs in the appropriate reporting processes.

### **Tips For a Successful Classroom**

- ✓ Become familiar with the discipline management plan that is specific to the campus on which you are working. The principal can supply the necessary information for you.
- ✓ Conduct class in a positive and organized manner to help prevent problems from occurring.
- ✓ A positive attitude is a key to winning the respect of students! Physical bearing and tone of voice directly affect the reaction of the class to the teacher.
- ✓ Start the day by taking time to carefully review with the students the regular classroom rules and routines, and then follow them consistently for effective transition.
- ✓ Maintain appropriate seating/grouping by following the teacher's seating chart or instructions.
- ✓ Begin instruction promptly and use all allotted time in instructional endeavors.
- ✓ Be consistent and fair! Be firm enough to command attention and flexible enough to be fair. Avoid ultimatums!
- ✓ Scan the room frequently. Monitor activities by moving around the room and give students meaningful feedback. Your presence will help prevent off task behaviors.
- ✓ Redirect any off task or disruptive behaviors immediately. Be sure to deal with individual students and do not "fuss" at an entire class for one person's behavior.
- ✓ Use positive verbal praise when deserved. Reinforce desired behaviors as appropriate with statements like, "Thanks for listening carefully."
- ✓ Reprimands are best given in private when possible.
- ✓ At no time should a substitute administer corporal punishment.