

Liberty Hill ISD



2018-2019 Substitute Teacher Handbook

TABLE OF CONTENTS

	Page
Board of Education and Central Office Administration Staff	3
Substitute Teacher Job Description	4
General Information	4
Application Procedure	4
Substitute List	5
Notification of the Substitute Teacher	6
Pay	6
Responsibilities of the Substitute Teacher	6
Professional Ethics	6
General Information	7
Classroom Instruction	8
Disciplinary Action	8
Responsibilities of the School	9
Responsibilities of the Regular Teacher	9
Code of Ethics and Standard Practices for Texas Educators	10
Individual School Information	13
Liberty Hill Elementary School	13
Bill Burden Elementary School	13
Rancho Sienna Elementary School.....	14
Liberty Hill Intermediate School	14
Liberty Hill Jr. High School	15
Liberty Hill High School	17
Appendix	
School Hours	19
Calendar	20

LIBERTY HILL INDEPENDENT SCHOOL DISTRICT

BOARD OF EDUCATION

2018-2019

Clay Cole	President
Vickie Peterson	Vice President
Scott Lindquist	Secretary
Anthony Buck	Trustee
Kathy Major	Trustee
David Nix	Trustee
Clint Stephenson	Trustee

CENTRAL ADMINISTRATION STAFF

Administrative Office (512) 260-5580, fax: (512) 260-5584

Rob Hart - Superintendent
Donna Cox - Superintendent's Secretary
Chad Pirtle - Assistant Superintendent
Toni Hicks – Assistant Superintendent of Curriculum & Instruction
Summer Neary - Special Programs Director
Michelle Petterson - Curriculum Administrative Assistant
Debbie Mitchell - Receptionist
Candy Tijerina - ESL, Migrant, and Testing Coordinator
Jay Olivier – Chief Information Officer
Matilda Geletei – Administrative Assistant to the Chief Information Officer
Cindy Del Castillo – PEIMS Coordinator
Paul Urban - Technology Director

Business Office (512) 260-5570, fax: (512) 260-5587

Jennifer Hanna - Chief Financial Officer
Tara Rockafellow – Finance Coordinator
Julie Koepl – Payroll Coordinator
Martha Vance – Purchasing Coordinator
Erin Jarrett – Accounts Payable Specialist
Amber Dougless – Data Specialist
Mary Sheffield – Director of Child Nutrition Services
Donna Burson – Child Nutrition Services Specialist

Human Resources (512) 260-5586, fax: (512) 260-5587

Bobby Mabry – Human Resource Director
Meredith Kimbrough – Human Resource Specialist & Benefits

Special Education (512) 260-5590, fax: (512) 260-5591

Elyse Tarlton - Special Education Director
Karla Martinez - Special Education Administrative Assistant
Tawanna Harris – Student Support Services Records

JOB DESCRIPTION

TITLE: Substitute Teacher

QUALIFICATIONS: High school diploma or GED

REPORTS TO: Principal

JOB GOAL: To enable each child to continue the learning process as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal's secretary or receptionist upon arrival – 15 minutes before the 1st bell, if possible
2. Maintains as fully as possible the established routines and procedures of the school and classrooms
3. Teaches the lessons as outlined and prepared by the absent teacher
4. Consults with the building principal, grade-level chair or dept. head before initiating any teaching or other procedures not specified by the regular teacher
5. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice and common sense dictate
6. Writes a note about work completed at the end of each teaching day and leaves it for the regular classroom teacher
7. Reports to the campus office at the conclusion of the teaching day and verifies whether or not the substitute will be needed on the next teaching day
8. Displays tolerance necessary for accepting supervision for and criticism of duty performance
9. Works in harmony with supervisory and peer personnel
10. Uses professional information discreetly and judiciously
11. Represents the school system to the community in a positive, professional way
12. Maintains a sincere, friendly attitude toward parents and pupils
13. Performs such other duties as may be required

I. GENERAL INFORMATION

A. Application Procedure

1. Applicants for substitute teaching must file an application on the Liberty Hill ISD website.
2. A copy of their high school diploma or GED must be submitted with each application or a transcript indicating the number of college hours completed.

3. The following forms must be completed and returned with each application:
 - a. W-4 form
 - b. Employment Eligibility Verification (Form I-9)
 - c. Personnel Info Sheet
 - d. Criminal History Record Info Form
 - e. 457 FICA Alternative Participant Enrollment Form
 - f. Texas Public School Student/Staff Ethnicity & Race Questionnaire
 - g. Form SSA – 1945 (Social Security Statement)
 - h. Direct Deposit Form
 - i. Reasonable Assurance Form
 - j. Health Insurance Form
4. The application and record of all applicants will be reviewed and those approved by the administration office will be added to the substitute list after the applicants have attended the required sub workshop.
5. A substitute teacher must reactivate his/her file each year by notifying the HR department.

At the end of the school year, a letter will be sent to each substitute on the list. This letter asks whether or not he/she wishes to be on the active substitute list for the next school year. Only those who sign and return the letter will be placed on the active substitute list at the beginning of the next school year. To be reactivated after the beginning of the next school year, a substitute must call the administration office and request to be reactivated and added to the list.

B. Substitute List

1. At the beginning of each school year, Liberty Hill ISD Administration office provides school principals and school receptionists with a list of all approved substitute teachers. This list is updated throughout the year.
2. The AESOP system will be used to call subs.
3. In an effort to keep all information correct, substitute teachers should notify the administration office of any change of name, address, and/or telephone number immediately.
4. Only those who have completed and returned the necessary papers, have been fingerprinted, have been approved by the administration office, and have completed the sub workshop are eligible for substitute teaching in the Liberty Hill ISD.

C. Notification of the Substitute Teacher

1. Substitutes are called by the AESOP system or school receptionists.
2. Notification of substitutes prior to the day of assignment is desirable; however, in many instances substitutes are notified between 6:00 a.m. and 8:00 a.m. on the day of assignment. Substitutes should, therefore, arrange their schedules to accept calls and leave home on short notice.

If you are called late and cannot be at school before the start of the school day, let the person know the approximate time of arrival so that arrangements can be made to cover the class.

3. If you will not be available for an extended period of time, it is advisable that you make the adjustments in AESOP. If you have questions, you may call HR – 512-260-5586.

D. Pay

1. The pay for a substitute teacher is \$80.00 per day or \$40.00 per half day.
2. When a substitute is **continuously** employed to sub for the **same certified teacher** for 10 or more days:
 - a. The pay increases to \$100.00 per day. The increased rate is retroactive to the first day.
 - b. A certified or degreed substitute will receive \$120.00. The increased rate is retroactive to the first day.
 - c. Long term subs for aides are paid the basic rate (\$80.00)
3. For cut-off dates refer to the handout from payroll. Days taught after the cut-off date will be included in the next month's payroll.
4. It is advisable for you to keep a log of dates, times, and schools in which you substitute so that you may more easily verify your check at the end of the month.
You can verify it against the jobs listed in Absence Management (AESOP).

II. RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

A. Professional Ethics

1. The substitute has a professional responsibility even though he/she is not a regular teacher. You must use extreme caution expressing personal reactions and opinions about what you see and hear in

the classroom and various schools in which you teach.

Student information must remain confidential.

2. Comments comparing one classroom, teacher, or campus with another are not acceptable.
3. Under no circumstances should a substitute criticize a regular teacher to anyone other than those in authority.
4. Refer to Code of Ethics and Standard Practices for Texas Educators on pages 9-11.

B. General Information

1. Upon arriving on campus for a teaching assignment, report to the campus office and sign in. Ask for special instructions such as:
 - extra duties
 - irregularities in the schedule
 - instructional materials
 - responsibilities at lunch time
 - any changes planned that will affect the usual procedure for the day.
 - **name and classroom of the grade-level chair or department head**

Check the teacher's mailbox to see if there are any bulletins, messages, or announcements that affect the current school day. Other mail should be left in the mailbox.

2. You will be expected to perform all the duties of the regular teacher unless the principal releases you from a particular responsibility.
3. You should endeavor, as much as possible, to preserve the regular routine of the class and to follow the daily class schedule and lesson plans provided by the regular teacher.
4. All materials and equipment should be returned to the proper authority before you leave campus.
5. The substitute teacher is viewed as a professional; therefore, you should exercise discretion and good judgment in your attire. **Extremes should be avoided.**

C. Classroom Instruction

1. Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher.
2. You are responsible for the pupils, equipment, and materials assigned to your care as is the regular teacher for whom you are substituting.
3. Never leave the classroom unattended. If you must leave the room, notify the teacher in the adjoining room or across the hall.
4. Leave the regular teacher a brief summary of the day's activities.

D. Disciplinary Action

1. Firm, fair treatment of all students, combined with explicit explanations and directions, will preclude many disciplinary problems.
2. Most discipline problems can be handled in the classroom.
3. When individual pupils cause behavior problems which disrupt the learning environment, you should refer the students to the assistant principal with a discipline slip or note explaining the circumstances. Every classroom is connected to the campus office with a phone or intercom. If you need assistance, please call the office. Alert the office before any child is sent out of the room.
4. Any disciplinary action against a student must be for the purpose of correcting the misconduct of the individual, promoting adherence to the principle of respect for the rights of others, and/or obtaining compliance with the Board-approved Code of Conduct. These rules are designed to provide an environment that is conducive to learning.
5. In all instances, discipline of a student must be of a nature appropriate for that student and in line with the seriousness of the offense and the potential effect upon other students as well as the facts and circumstances existing at the time of the offense. Under no circumstances shall any type of discipline be imposed which holds a student up to ridicule or scorn.
6. Furthermore, no discipline shall be administered maliciously, for the purpose of revenge, or out of anger.
7. No substitute teacher is allowed to administer any type of corporal punishment. Corporal punishment is defined as striking, slapping, paddling, shaking or otherwise inflicting bodily injury upon a student in

order to punish the student for misconduct.

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

A. Responsibilities of the School

1. The substitute will be provided a schedule of the regular school activities and any special schedule changes, such as school assemblies, pep rallies, etc.
2. The substitute will be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, etc.
3. The substitute should be informed of the procedure for attendance reporting.

B. Responsibilities of the Regular Teacher

1. The substitute will be provided with the following:
 - lesson plans for each class
 - class rolls
 - pupil seating chart
 - keys, if necessary.
2. Whenever the regular teacher anticipates an absence, he/she should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior.
3. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the school principal.

Code of Ethics and Standard Practices for Texas Educators

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.(19 TAC 247.19(b))

Enforceable Standards

Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, or educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age (unless the educator is a parent or guardian of that child) or knowingly allow any person under 21 years unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- i. the nature, purpose, timing, and amount of the communication;
 - ii. the subject matter of the communication;
 - iii. whether the communication was made openly or the educator attempted to conceal the communication;
 - iv. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
 - v. whether the communication was sexually explicit; and
 - vi. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
- Discrimination, harassment, and retaliation Policies DH, DIA Employees shall not engage in prohibited harassment, including sexual harassment, of other

IV. INDIVIDUAL SCHOOL INFORMATION

Liberty Hill Elementary School (Early Childhood – Fourth grade)

Phone: (512) 379-3260
Heather Collison, Principal
Shellie Brewer, Assistant Principal
Lori Cospers, Counselor
Claudia Sandoval, Secretary
Michelle Fredrick, Registrar
June Badon, Receptionist

Arrive by 7:15 AM – Report to Office

1. Attendance is taken between 9:00-9:15 AM. Use the attendance slip and send to the office.
2. Substitute folders are located on teacher's desk.
3. Leave notes for teachers in the folder on the desk.
4. Check in and out with the receptionist in the office.
5. Consult with the grade-level chairman at the grade level in which you are substituting. The grade level chairman will advise you of any unique features for the day and help you decode the absent teacher's notes and plans.

Bill Burden Elementary (Early Childhood – Fourth grade)

Phone: (512) 260-4400
Terrie Chambers, Principal
Elizabeth DeFrancisis, Assistant Principal
Jan Reeves, Counselor
Joni Dixon, Secretary
Glenda Smith, Registrar
Shannon Price, Receptionist

1. Arrive by 7:15 AM – Report to Office
2. Attendance is taken at 9:20 AM. Use the attendance slip and send to the office.
3. Substitute folders are located on teacher's desk (a sub folder is also on file

in office.) Folder includes:

- Duty Schedule
- Rosters
- Class Schedule
- Alt. Assignments
- Health Needs
- Lesson Plans
- Who to contact for help

4. Report for all duties.
5. Check out with receptionist @ 3:30 PM.

Rancho Sienna Elementary School

(Early Childhood – Fourth grade)

Phone: (512) 260-4450

Melanie Bowman, Principal

Tanya Lambert, Assistant Principal

Julie Shaw, Counselor

Susan Hussey Secretary

Beth Hart, Registrar

Mari Parker, Receptionist

Arrive by 7:15 AM – Report to Office

1. Attendance is taken between 9:20-9:35 AM. Use the attendance slip and send to the office.
2. Substitute folders are located on teacher's desk.
3. Leave notes for teachers in the folder on the desk.
4. Check in and out with the receptionist in the office.
5. Consult with the grade-level chairman at the grade level in which you are substituting. The grade level chairman will advise you of any unique features for the day and help you decode the absent teacher's notes and plans.

Liberty Hill Intermediate School

(Fifth and Sixth Grade)

Phone (512) 379-3200

Josh Curtis, Principal

Dawn Hudson, Assistant Principal
Margaret Wofford, Counselor
Paula Kaderka, Secretary
Melanie Perkins, Registrar
Anne Apt, Receptionist

Special Instructions:

1. All subs need to check in the office upon arrival to turn in your keys to receive a badge that you will wear and return at the end of the day.
2. Consult with the partner/neighboring teacher for the teacher you are replacing. They will advise you of any unique features for the day and help you decode the absent teacher's notes and plans. They will also inform you of emergency procedures.
3. Substitute folders are located on the teacher's desk. Folder includes:
 - Rosters (take attendance every period)
 - Schedule (Class and Duty)
 - Assignments
 - List of students with critical health needs
 - A plan for the day
 - Contact people
4. Subs are responsible for covering all duties of the teacher at 7:40 AM before school and until 3:40 PM after school.

Liberty Hill Jr. High School
(Seventh and Eighth Grade)

Phone (512) 379-3300
Annette Coe, Principal
Bobby Rush, Assistant Principal
Heather Wright, Assistant Principal
Courtney McVan, Counselor
Lisa Garner, Secretary
Laura Polser, Registrar
Shannon Walter, Receptionist

Liberty Hill Jr. High School Substitute Teacher Information

1. Reporting to an Assignment
 - a. Arrive at school by 7:30 AM. If you are called too late to meet

the arrival time, please discuss this with the secretary when you are called.

- b. Register in the principal's office upon arrival. Ask for special instructions such as:

- extra duties
- irregularities in the schedule
- instructional materials
- responsibilities as to the lunch hour
- any changes planned that will affect the usual procedure for that day.

2. Classroom Procedures

- a. All teachers should have a Substitute Teacher Guide readily available on their desk. If you are unable to find the guide, please notify the principal's office.
- b. Student attendance is to be checked at the beginning of each class period. Those students who are absent should be listed on the Period Absentee Form.

The Period Absentee Form should be signed with the teacher's name and your name as substitute. The form should then be placed on the clip by the door. Please make a list of students who are absent for the regular teacher.

- d. Plan to spend the entire time working with students. Keep all students assigned to you under supervision at all times.

3. Completing an Assignment

- a. Remain in the classroom until all your students are dismissed. The classroom and desk should be left in good order.
- b. Return any supplies that belong to the office. Do not take keys or class records from the school.
- c. Ask the receptionist if your services will be needed the next day.

Liberty Hill High School

Phone (512) 260-5500
Jonathan Bever, Principal
Justin Walker, Assistant Principal
Monica Miller, Assistant Principal
Lara Chapman, Lead Counselor
Calvin Phillips, Counselor
Megan Riggins, Counselor
Samantha Roos, Principal Secretary
Jannie Wickers- Registrar
Misty Taylor, Receptionist

Welcome to Liberty Hill High School. We are extremely proud of our school, its teachers, and its students.

1. **"SIGN-IN:** Sign in with the receptionist and you will receive a key and any additional responsibilities for your day. The sub folder will be on the teacher's desk. The folder will include lesson plans, a class roster, attendance slips, and special instructions."
2. **SCHOOL DAY:** Sub hours are from 8:10 a.m. to 4:10 p.m. Check out with the receptionist at the end of the day, return key, and check to see if you are needed the following day.
3. **ATTENDANCE:** Use the class roster to take attendance. Record the names of the absent students on the attendance slip and send it to the office with a reliable student at the beginning of the period.
4. **TARDIES:** Students are expected to be in class on time. If they are not, leave a note for the teacher. Students are not sent to the office for tardy permits. If a student arrives after the absence form has been picked up, send a note informing the office that the student is in class.
5. **TUTORIALS/DUTY SCHEDULE:** Teachers have duty and tutorials on various days. Consult the teacher's plans for the tutorial instructions and to see if he/she has duty for the week.
6. **HALL PASSES:** No student should be allowed out of class without a pass. Do your best to discourage students from leaving the room. Hall passes may be found in the teacher's desk.
7. **PLANS:** Teachers are expected to leave detailed plans for you to follow. Please adhere to the teacher's instructions as closely as possible! If you have questions or are unable to locate plans, contact the dept. head or the principal's secretary.

8. VISITORS: Do not allow personal guests or visitors in the classroom without prior approval from the office.
9. LUNCH: The lunch schedule will be on the teacher itinerary.
10. WORKROOM/LOUNGE FACILITIES: Several areas are available for your use during the teacher's conference period and at lunch. Contact the office personnel for assistance in locating the nearest area. Do not leave classes unattended.

We hope that you enjoy your substitute teaching experience at Liberty Hill. We welcome your suggestions for improvement. Please leave a message for the regular teacher concerning problems or matters of special interest.

Liberty Hill Independent School District

Campus Bell Times

Liberty Hill Elementary	1400 Loop 332
School Starts	7:30 AM
Dismissal	3:00 PM
Burden Elementary	315 Stonewall Pkwy
School Starts	7:30 AM
Dismissal	3:00 PM
Rancho Sienna Elementary	751 Bonnet Blvd, Georgetown
School Starts	7:30 AM
Dismissal	3:00 PM
Liberty Hill Intermediate	101 Loop 332
School Starts	7:40 AM
Dismissal	3:40 PM
Liberty Hill Jr. High	13125 W. State Highway 29
School Starts	7:50 AM
Dismissal	3:35 PM
Liberty Hill High School	16500 W. State Highway 29
School Starts	8:30 AM
Dismissal	4:00 PM

Revised 08/21/2018