International Leadership of Texas
SUBSTITUTE HANDBOOK
2021-2022
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A Message from the HR Director:

Dear Substitute,

Thank you in advance for serving the students and staff of ILTexas as a Substitute. Substitutes play an essential role in the operations of ILTexas by ensuring continuity of instruction, programs, and services in the absence of a regular staff member. We understand the Substitute work experience is different from that of a typical staff member and greatly appreciate your flexibility and dedication to our district. It is our hope that you enjoy serving in this integral role in our classrooms and offices. Your commitment and effort to providing an excellent experience to all who come in contact with you is greatly valued. Please contact the HR Office at hr@iltexas.org if we may be of assistance. We enjoy hearing from you and encourage you to provide feedback!

Sincerely,

Mrs. Claudia Neira
Executive Director of Human Resources
Mission

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

La misión de ILTexas es preparar a nuestros alumnos para roles de liderazgo excepcionales en la comunidad internacional, haciendo hincapié en el liderazgo de servicio, el dominio de los idiomas inglés, español y chino, y el fortalecimiento de mente, cuerpo y carácter.

德克萨斯州国际领袖学校旨在于培养学生在国际社会中卓越的领导才能。我们强调学生在熟练掌握英语，西班牙语和中文的前提下，加强奉献式的领导精神及身体，头脑和品德的锻炼。
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Main Numbers</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Arlington Elem-004/MS-005</td>
<td>4950 S. Bowen, Arlington, Texas 76017</td>
<td>817-496-0400/817-419-9281</td>
<td></td>
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<tr>
<td>Arlington-Grand Prairie HS-006</td>
<td>2851 Ragland Road, Grand Prairie, Texas 75052</td>
<td>682-808-5960</td>
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<tr>
<td>College Station Elem-30/MS-31</td>
<td>1700 Graham Rd., College Station, Texas 77845</td>
<td>979-383-9056</td>
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<tr>
<td>East Ft. Worth Elem-021/MS-022/HS-029</td>
<td>5901 Boca Raton Blvd, Fort Worth, Texas 76112</td>
<td>817-395-1776</td>
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<tr>
<td>Grand Prairie Elem-010/MS-011</td>
<td>3501 Great South West Parkway, Grand Prairie, Texas 75052</td>
<td>469-348-7960</td>
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<tr>
<td>Garland Elementary-001/MS-002</td>
<td>3301 N. Shiloh Road, Garland, Texas 75044</td>
<td>972-414-8000</td>
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<tr>
<td>Garland High School-003</td>
<td>4413 N. Shiloh Road, Garland, Texas 75044</td>
<td>972-414-3414</td>
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<tr>
<td>Katy Elementary-014/MS-015</td>
<td>24406 Franz Road, Katy, Texas 77493</td>
<td>281-394-9417</td>
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<tr>
<td>Katy/Westpark High School-018</td>
<td>20055 Beechnut Street, Richmond, Texas 77407</td>
<td>832-222-9470</td>
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<tr>
<td>Keller Elementary-007/MS-008</td>
<td>2301 Heritage Trace Parkway, Ft. Worth, Texas 76177</td>
<td>817-665-0646</td>
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<tr>
<td>Keller/Saginaw High School-009</td>
<td>10537 NW US 287 HWY, Ft. Worth, Texas 76131</td>
<td>682-250-3701</td>
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<tr>
<td>Lancaster Elem-019/MS-020</td>
<td>1900 W. Pleasant Run Road, Lancaster, Texas 75146</td>
<td>469-862-4237</td>
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<tr>
<td>Lancaster-Desoto High School-032</td>
<td>901 N. Polk St., Desoto, TX 75115</td>
<td>469-786-2850</td>
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<tr>
<td>North Richland Hills Elem-012/MS-013</td>
<td>4131 Rufe Snow Drive, North Richland Hills, Texas 76180</td>
<td>817-576-9031</td>
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<tr>
<td>Orem Elementary-027/Middle School-028</td>
<td>5445 East Orem Drive, Houston, Texas 77048</td>
<td>713-987-9435</td>
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<tr>
<td>Saginaw Elem-023/MS-024</td>
<td>500 Old Decatur Road, Saginaw, Texas 76179</td>
<td>682-250-3600</td>
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<tr>
<td>Westpark Elem-016/MS-017</td>
<td>15300 Bellaire Blvd, Houston, Texas 77083</td>
<td>346-203-4126</td>
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<tr>
<td>Windmill Elem-025/MS-026/HS-033</td>
<td>9898 Windmill Lakes Blvd, Houston, Texas 77075</td>
<td>832-667-0453</td>
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</tbody>
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# 2021-2022 Calendar / Calendario / 日历

**July/Agosto/七月 2021**
- July 19-23: Int. Teacher Orientation
- July 26-30: New Teacher Orientation

**August/Septiembre/八月 2021**
- Aug 2: Teachers First Day of LOA
- Aug 2-11: Teacher PD Days
- Aug 12: First Day of School

**September/Octubre/九月 2021**
- Sept 6: Labor Day
- Sept 20: Cycle 3 PD/Data Day

**October/Noviembre/十月 2021**
- Oct 7: Charter-wide PD Day
- Oct 7-12: Fall Break for Students
- Oct 12: Parent/Teacher/Student Conf.

**November/Diciembre/十一月 2021**
- Nov 1: Cycle 2 PD/Data Day
- Nov 22-26: Thanksgiving Break
- Nov 22-23: Targeted Enrichment/Remediation

**December/Enero/十二月 2022**
- Dec 20-31: Winter Break
- Dec 20-21: Targeted Enrichment/Remediation
- Jan 3: Cycle 3 PD/Data Day
- Jan 17: MLK Holiday

**January/Febrero/一月 2022**
- Jan 18: Spring Break

**February/Marzo/二月 2022**
- Feb 18: Charter-wide PD Day
- Feb 21: President's Day Holiday
- Feb 22: Cycle 4 PD/Data Day

**March/Abril/三月 2022**
- Mar 14-18: Spring Break

**April/Mayo/四月 2022**
- Apr 14: Cycle 5 PD/Data Day
- Apr 15: Student/Teacher Holiday
  - *Bad Weather Day 1 of 2

**May/Junio/五月 2022**
- May 25: Last Day of School
- May 26: Cycle 6 Data Day
  - *Bad Weather Day 2 of 2

**June/Julio/六月 2022**
- May 31-June 16: Summer School

### Grading Period Start/End
- [ ]
- [ ]

### Professional Development / Student Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug 2-11</td>
<td>Teacher PD Days</td>
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<tr>
<td>Sept 20</td>
<td>Cycle 1 PD/Data Day</td>
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<tr>
<td>Oct 7</td>
<td>PD Day</td>
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<tr>
<td>Nov 1</td>
<td>Cycle 2 PD/Data Day</td>
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<tr>
<td>Jan 3</td>
<td>Cycle 3 PD/Data Day</td>
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<tr>
<td>Feb 18</td>
<td>PD Day</td>
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<tr>
<td>Feb 22</td>
<td>Cycle 4 PD/Data Day</td>
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<tr>
<td>Apr 14</td>
<td>Cycle 5 Data Day</td>
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<tr>
<td>May 26</td>
<td>Cycle 6 Data Day</td>
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### Student/Teacher Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept 6</td>
<td>Labor Day</td>
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<tr>
<td>Oct 8-11</td>
<td>Fall Break</td>
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<tr>
<td>Nov 22-26</td>
<td>Thanksgiving Break</td>
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<td>Dec 20-31</td>
<td>Winter Break</td>
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<tr>
<td>Jan 17</td>
<td>MLK Holiday</td>
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<tr>
<td>Feb 21</td>
<td>President's Day Holiday</td>
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<tr>
<td>Mar 14-18</td>
<td>Spring Break</td>
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<tr>
<td>Apr 15</td>
<td>Student/Teacher Holiday</td>
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<tr>
<td>May 27-30</td>
<td>Student/Teacher Holiday</td>
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### 2022 Modified Summer Schedule

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Summer</td>
<td>Office Hours: June 7-13</td>
</tr>
<tr>
<td></td>
<td>Office Closed: June 21-July 13</td>
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</tbody>
</table>

### MISSION STATEMENT

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

### Get In Touch

- [www.iitexas.org](http://www.iitexas.org)
- [ILTexas Schools](#)
- [IL Texas](#)
- [ILtexas](#)
EEO STATEMENT

ILTexas does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Employees with questions or concerns about discrimination should contact our Title IX Coordinator.

EXPECTATIONS

Substitutes are expected to be actively engaged and attentive during their assignment. The Substitute is expected to perform the duties, both curricular and extra-curricular, of the regular teacher or teacher assistant. The Substitute will preserve the regular routine and follow the lesson plans left by the absent staff member, unless otherwise instructed by the team leader or campus administrator. The Substitute Teacher or Teacher Assistant will not leave the building during the day without notifying the team leader or office staff and complying with the district policy regarding signing out during the day. Personal items (books, newspapers, cell phones, and other electronic devices) must be turned off and stowed away during the day. Students must have full-time supervision. Substitutes must never leave students unattended.

SUMMARY

Supervise the daily activities of assigned students and perform the classroom duties of the regular teacher/teacher assistant as appropriate

Basic Duties and Responsibilities

• Be Punctual - Report to the principal or campus designee upon arrival at least 20 minutes before your assignment.
• Sign in on Sub Sign in Sheet and receive the schedule for that day.
• Become familiar with nearby teachers.
• Review all lesson plans and schedules to be followed for that day. Implement the lesson plans that are left by the teacher.
• Assume responsibility for overseeing pupil behavior in class and during duty time and recess periods.
• Manage student behavior in accordance with Student Code of Conduct and campus expectations.
• Take all necessary reasonable precautions to protect students, equipment, materials, and facilities.
• Perform all extra duties for absent teacher as required by supervisor.
• Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
• Perform other related duties as assigned

SKILLS AND KNOWLEDGE

Ability to instruct students and manage their behavior. Strong organizational, communication, and interpersonal skills. Ability to be patient, flexible, and versatile. Basic technology competencies. Model good moral standards.
QUALIFICATIONS

All Certified Substitute Teachers must provide a copy of their bachelor’s degree and official transcript. Non-certified Substitute teachers may also be utilized on an as-needed basis. Non-certified Substitutes must provide a copy of a high school diploma, GED, and/or an official transcript. Employment of Substitutes is initiated according to the current needs of ILTexas and the qualifications of the applicant. The district may give preference to the employment of Substitute teacher applicants who hold a valid teaching certificate.

EMPLOYMENT

All Substitutes are employed on an at-will basis and are not considered full-time employees. They are not employed for any specified length of time. Substitutes are not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grade levels, teacher, campuses, and/or locations. ILTexas may terminate an at-will employee at any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time with or without reason. Substitute teachers are not eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break including, but not limited to, the summer, winter, and spring breaks.

Compliance videos are required to be completed on a yearly basis before taking assignments for a given school year. Certificates of completion should be turned in to our substitute office before the substitute’s first assignment and renewed annually.

CONTINUED EMPLOYMENT

ILTexas will afford Substitutes the opportunity for continuation of employment for each succeeding year by signing a Letter of Reasonable Assurance issued by ILTexas annually to all Substitutes who have performed their duties in an acceptable manner. In order to return for the following school year, the Letter of Reasonable Assurance and Substitute Expectations Letter must be completed by the allocated time given by the District.

Frontline

Frontline (formerly AESOP) is an automated Substitute placement and absence management system. Substitutes can accept assignments through Frontline by telephone or by proactively logging into the system. Login details for Frontline will be given to Substitutes upon completing the new hire process. Frontline can be accessed at www.aesoponline.com or by phone at 1-800-942-3767.

ASSIGNMENTS

Jobs become available on an as-needed basis and are assigned by Frontline. Substitutes are required to accept at least six (6) assignments per semester. Should you not complete all six (6) assignments by the end of the semester, you will be inactivated and will need to complete another Substitute orientation before being reactivated in our Frontline system. The minimum of 6 assignments does not apply to Substitute Nurses. There may be situations where you are contacted directly by the campus to fill a last-minute absence. Substitutes should refrain from requesting additional assignments from campus staff.
**LATE ASSIGNMENTS**

When accepting an assignment where school has already begun, you must contact the campus to see if a Substitute is still needed for the full day. In some instances, the campus may have arrangements to cover class in the morning but will need a Substitute for the afternoon. If a Substitute accepts a late assignment and reports to campus without contacting the campus ahead of time and the campus has another Substitute employee already there, the Substitute that did not contact the school ahead of time will not sign in and will not be paid.

**ASSIGNMENT CANCELLATION**

Cancellations by Substitutes place a burden on the campuses and impact student instruction. Last minute cancellations not accompanied by communication to the campus and Substitute Department may result in a negative Substitute evaluation. These cancellations are monitored; three (3) last minute cancellations, per semester, is grounds for termination. Assignments may not be cancelled to pick up another assignment for the same day, or for another campus. This may also result in a negative evaluation and/or termination. If Substitutes must cancel an assignment, they must notify the school’s office manager and staff member for whom they are substituting, and Substitute Department at sub@iltexas.org as soon as they are aware no later than the day before the assignment. Last minute cancellations (less than 24 hours before the start time) by Substitutes should be avoided. If a Substitute finds him or herself unable to report to an assignment less than 24 hours before the start time, he/she should contact the relevant office manager immediately along with the sub department at sub@iltexas.org.

**SUBSTITUTE EVALUATIONS**

Administrators may complete an evaluation based on a substitute’s performance in the assignment at campuses/departments. Negative evaluation reports submitted to the Substitute Office may result in the Substitute no longer being able to accept assignments at the specified campus. Once a Substitute has been given an evaluation, you have ten (10) days to submit a written response to the campus administrator regarding the evaluation. A copy should also be sent to the Substitute Office for placement in the Substitute’s personnel file. Written responses do not necessarily result in the evaluation being removed. Substitutes who receive three (3) negative evaluation reports, for any reason within a calendar or school year or five (5) within a five-year period will be removed from the Substitute system.

**REMOVAL FROM THE SUBSTITUTE SYSTEM**

Failure to comply with district policies and/or the guidelines established in the Substitute handbook may result in adverse employment action against the Substitute including, but not limited to, termination and/or removal from the district Substitute system. Other actions that may result in removal from the Substitute system are:

- Failure to follow lesson plans and perform all duties in a prompt and efficient manner;
- Falsification of information on documents ILTexas relies on in deciding to make an offer of employment to the substitute teacher;
- Failure to comply with Board policy or administrative policy;
- Willful or repeated failure to comply with directives from supervisors;
- Insubordination, which is defined as a disobedience of express or implied directions of the Board or other person in authority, infraction of rules, any act or statement expressing willful or overt defiance of

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the authority of ILTexas over the school’s official business or expressing contempt for or conscious disregard of that authority;
• Unexcused tardiness or continued lateness to work;
• Repeated unavailability to work;
• Language or behavior which is inappropriate for the ILTexas school environment, including sexual harassment, sexual abuse, physical violence, and threats, toward any person while in the workplace, on school property, or attending a school activity;
• Distribution of non-school-related merchandise or literature without permission from the school Principal;
• Commission of an act which would constitute lewdness, indecency, or pornography under Texas law;
• Commission of an act which would constitute a felony or which would constitute a misdemeanor involving moral turpitude; and,
• Commission of an act which would constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud, or organized crime.

PROFESSIONAL DRESS STANDARDS

It is the intent of ILTexas Substitute Professional Dress Standards to ensure all Substitute personnel present themselves to our students, parents, staff members, and public in a manner which enhances their professional position and provides a positive image for our educational community. The professional dress applies to all members of the Substitute roster; teachers, paraeducators, nurses, clerical, and technical personnel.

Employee Dress Code Regulations/Additional Standards:
• Employees may not wear clothing items prohibited by the student handbook
• No tight of form-fitting pants, stretch pants, yoga pants, or leggings may be worn unless worn under a skirt, dress, or skirt that complies with the dress code.
• Staff is not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal or Supervisor.
• Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise not modest. Appropriate undergarments must be worn at all times.
• Jeans are only permitted on days approved by the principal or supervisor.

Hair:
• Hair must be clean and neat in appearance and consistently maintained. Hair styles/color must not be disruptive to the educational environment. Beards and mustaches must be neatly trimmed.

Shoes:
• Shoes should be in good condition.
• Plastic or rubber flip-flops are not permissible.
• Employees may wear sandal footwear or open-toed shoes when seasonally appropriate.

Miscellaneous:
• Body piercing (except earrings) and tattoos should be covered.
• Good personal hygiene is required at all times.
**SCHOOL CANCELLATION OR DELAY**

The following television and radio stations will announce International Leadership of Texas cancellation or delay information: Fox (Channel 4), NBC (Channel 5), ABC (Channel 8), Telemundo (Channel 39- Spanish), CBS (Channel 11), and UPN (Channel 21). You may also check the school’s website. Further, we will notify families through School Messenger (via text, email, and voicemail). Substitutes will not be paid for job assignments on school days that have been cancelled due to inclement weather.

**EMERGENCIES**

Administrators conduct fire, tornado and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. All Substitute employees should become familiar with the evacuation plans posted in their areas. Substitute employees should ask the campus principal or designee about safety plans and posted evacuation routes upon checking into any unfamiliar building.

**PROHIBITED ITEMS**

The following are prohibited on school district property: tobacco products of any type, or electronic cigarettes, illegal drugs, alcoholic beverages, firearms, knives or weapons as declined in district policy.

**PROFESSIONAL ETHICS**

Substitutes must serve as positive role models for the students of ILTexas. All individuals serving as a Substitute for the district shall comply with all ILTexas Board Policies.
Substitutes shall be subject to all duties of a regular classroom teacher or classroom assistant. The school exists for the students. The first obligations of the teacher and classroom assistant is to the students.
Substitutes must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act). This includes, but is not limited to handwritten documents, print records and/or communications, audio/video recordings CDs, films, electronic records and/or communications, microfilm, microfiche, and digital images of students.
Substitutes will use extra caution in expressing personal opinions and reactions about any subject. This includes, but is not limited to, race, religion, politics, campuses, district employees, and students.
Substitutes are expected to utilize professional communication with all district stakeholders. Criticizing staff members, parents or students in the presence of other teachers, classroom assistants, volunteers, or students is prohibited.
The Substitute will not use the campus as a platform to promote their personal businesses.
The Substitute will be prompt and professional in making and keeping his/her agreement to work.

**INFORMATION SHARING**

Substitutes are encouraged to leave appropriate contact information for teachers and staff members as part of a summary of the day report. This allows staff members to utilize preferred Substitutes as needed.
It is not appropriate for Substitutes to provide students or staff members with personal information or receive personal information from students or staff members for non-business purposes. This may result in removal from the Substitute system. This includes but is not limited to personal contact information (email, web site, social site usernames, phone number, address, etc.) as well as personal materials such as
photos and videos. It is not appropriate for Substitutes to take photos, videos, or other recordings documenting the work day with students.
Outside of the workday, the Substitute will be cautious in discussing information gained from working on an ILTexas campus/district facility. Substitutes must maintain the confidentiality of all student records. The Substitute must avoid comparing one school with another or comparing the students on one campus with those on another campus.

**SUBSTITUTE PROCEDURES**

**Beginning of Day**
- Arrive on time to get organized and prepared for class.
- Sign in at the front office with your name and job number you received from the Substitute system. *(You may not be paid for the days that you do not sign in)*
- Introduce yourself to other team members and find a buddy teacher for the day. He/she will provide necessary information or offer assistance to you as needed. He/she can discuss with you any extra responsibilities such as lunch duty, playground duty, etc.
- Review lesson plans and the daily schedule of activities. Ensure you have all necessary materials. If lesson plans or materials are not available, notify the team leader or another member of the team for assistance.
- Greet the students as they enter the room.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher’s absence.
- Check the attendance and complete other routine matters.
- Begin lesson plans as quickly as possible.

**Mid-Day**
- Actively monitor students while they are working. Let them understand that they are expected to finish their work. For filler activities, see team leader or other staff members.
- Help students check their own work if possible.
- Praise students who are on-task. Praise should be private, specific, authentic, and immediate.
- Use free time to check some of the student work, neaten classroom, or assist other teachers.

**End of Day**
- Leave a summary of the day on the teacher’s desk. Attach a note if some work is missing and include an explanation regarding why the papers are missing. Indicate which lesson plans have been completed. Make a note of plans that have not been completed. Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.
- Sign out at the front desk in a timely manner. Return the Substitute ID badge.

**DISCIPLINE**

The Substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, contact front office or grade level administrator for assistance. **Do not**
leave the class unattended for any reason. Refrain from touching when enforcing disciplinary action. No corporal punishment will be administered to any student for any reason.

CONFERENCE / PLANNING PERIOD / EXTRA DUTIES

Typically, Substitutes will follow the daily schedule of the regular staff member, which may include a conference, planning period, or in the case of a teaching assignment, extra duties. A Substitute may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period. Conference/planning periods are not guaranteed to Substitutes.

STUDENT ILLNESS OR ACCIDENTS

If a student becomes ill or has an accident while at school, the student should be sent to the nurse/campus administrator’s office.
In the case of a serious illness, accident or injury, do not move the student; send for the school nurse or administrator immediately.
Substitutes should not withhold a student from going to the nurse or restroom for any reason.
Universal precautions will be observed to prevent contact with blood or other potentially infectious materials.
All blood and body fluids or other potentially infectious materials are considered infectious regardless of the perceived status of the source or individual.
Personal protective equipment supplied by the district will be used as necessary. Example may include: latex or vinyl gloves, sharps containers, cardio pulmonary resuscitation barriers, etc.
If Substitutes need additional information or training, please contact the school nurse. With the exception of a Substitute Nurse, under no circumstances should a Substitute administer medicine to a student.

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE NURSES

General
• Assessment of the health needs of students and staff in a professional manner.
• Review and implementation of clinic Substitute manual.
• Review and compliance with all ILTexas Board policies, Health services administrative guidelines and clinical guidelines.
• Adherence to universal precautions, infection control, and emergency medical guidelines.
• Knowledge of communicable diseases and reporting requirements according to state and local policies and guidelines in collaboration with the principal and/or director for district health.
• Contact with a student’s parent or legal guardian will be made regarding a student’s health concern when deemed necessary and according to ILTexas guidelines.
• Knowledge and understanding of the health needs of the assigned campus, and ability to perform the functions of the school nurse.
• Communication with the campus nurse regarding any long term health issues that were brought to his/her attention and any unusual situations or emergencies that occurred while on duty.
• All clinic activity and any recommendations that are made to the student and/or parent are expected to be accurately documented per district guidelines.
• Confidentiality of all student information including medical records will be maintained.
• Unless the district has provided certification training, the Substitute nurse is not expected to do scheduled school health screenings such as vision, hearing, acanthosis nigricans or spinal.
• Communicate with the building principal or director for district health regarding all emergencies and significant health related issues.
• The assigned school nurse, the principal, or director for district health may assign additional duties.
• Dress in professional attire related to duties assigned.

Education and Professional License
• Graduate of an accredited professional nursing education program.
• Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners. LVN, CMA, and CNA licenses are also accepted.
• Current Basic Life Support for Health Care Providers CPR certification.

CHILD ABUSE REPORTING PROCEDURES

Reporting Requirement:
Any school employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed that the child has been subjected to circumstances or conditions that reasonably would be assumed to result in abuse or neglect, is required to make an oral report within 48 hours of knowledge of suspected abuse or neglect to either:
• Local or state law enforcement agency;
• The nearest office of Child Protective Services division of the Texas Department of Protective and Regulatory Services; or
• The 24-hour Child Abuse Hotline, 1-800-252-5400.

Report to Principal:
Any school employee who makes a report of suspected child abuse or neglect shall inform the principal as soon as practical or within 24 hours of making such a report.

WORK RELATED INJURIES

Any accident, no matter how minor, occurring during the course of scope of the Substitute employee’s job duties must be reported to the principal immediately. School vehicle accidents must be reported to the principal immediately. An accident report must be filed.

FREEDOM FROM DISCRIMINATION HARASSMENT AND RETALIATION

There are various types of harassment such as physical, verbal, or non-verbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. This includes sexual harassment which is defined as a form of discrimination in which unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature occurs.
The district prohibits conduct related to discrimination including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint or investigation process is a violation of district
policy. Prohibited conduct includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct. This above information applies, but is not limited to interaction between staff members, students, or any combination thereof. In addition, this includes interaction of any stakeholder on the district property.
**Substitute Pay Scale Chart**

<table>
<thead>
<tr>
<th>Substitute Teaching assignment</th>
<th>$100.00/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 10 consecutive days working in the same Teaching assignment</td>
<td>$125.00/Day</td>
</tr>
<tr>
<td>Substitute Para-educator assignment</td>
<td>$100.00/Day</td>
</tr>
<tr>
<td>After 10 consecutive days working in the same Para-educator assignment</td>
<td>$125/Day</td>
</tr>
<tr>
<td>Substitute Nurse Assistant assignment</td>
<td>$100/Day</td>
</tr>
<tr>
<td>Substitute Nurse assignment</td>
<td>$30.00/Hour</td>
</tr>
<tr>
<td>FMLA/Vacancy Assignment (must be requested by Principal and approved by HR before rate applies)</td>
<td>$175/day</td>
</tr>
</tbody>
</table>

*The pay rate for half-day assignments is one-half the daily rate.*

**ADDITIONAL PAY INFORMATION**

Pay day is on the 28th of the Month, starting on September 28th, 2021. For a full pay calendar, refer to the ILTexas website, or Frontline web alerts. The first check will always be a live (paper) check. You should allow 1 to 2 pay periods before direct deposit takes effect. It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each campus. If there are any discrepancies in the amount of your check and the number of days worked, the substitute should contact the Substitute Office at sub@iltexas.org to verify that the number of days has been reported correctly. **It is very important for the substitute to sign in at the campus when you arrive for each assignment. You may not be paid for days that you do not sign in.**
BENEFITS

MEDICAL BENEFITS

A Substitute who regularly works 10 or more hours per week may be eligible for coverage under a TRS-ActiveCare medical plan. The district does not contribute to the premium cost for Substitutes, so you would be responsible for the full premium amount. A full month’s premium must be paid in advance in order to enroll. For details about the TRS-ActiveCare medical plans and enrollment eligibility, please contact Benefits at benefits@iltexas.org or 972-479-9078.

You can enroll in the medical plan if any of these qualifications are met:

• Within 31 days of becoming eligible (starting to regularly work 10 or more hours per week).

• Within 31 days of a special enrollment event (marriage/divorce, birth of a child, involuntary loss of other coverage).

• During the annual open enrollment period in August.

As the Substitute, it is your responsibility to contact the Benefits Specialist before the deadline if you qualify to enroll.

SUPPLEMENTAL BENEFITS

Supplemental benefits such as dental, vision, or other types of benefits will be available at an additional cost through Financial Benefit Services (FBS). The district does not contribute to the premium cost for Substitutes, so you would be responsible for the full premium amount. Enrollment will need to be completed directly with them. Supplemental benefit premiums will not be deducted from your ILTexas paycheck. You will pay your premiums for supplemental benefits to FBS. For additional details or to enroll please call Gloria Singletary at (214) 984-2595 or email glorias@fbsbenefits.com.

Skyward Employee Access

Skyward is the employee access portal that will be used by substitutes to view completed assignments, employee information, and payroll history. It will also give substitutes access to online forms, such as the resignation form and reasonable assurance letter. Skyward Employee Access can be found in our website www.iltexas.org or by clicking the following link: Skyward Employee Access
Substitute assignments from Frontline will be imported into Skyward within 5 business days of completion. Pay check stubs and W-2 information will be posted by payroll through this portal.

Substitute Resignation

Substitutes that wish to resign from their position at ILTexas, need to complete the Resignation Form in their Skyward Employee Access. Detailed instructions on how to find and complete the form are found at...
our website on the Human Resources page; or by using the following quick link: [Resignation Process](#). An exit survey is sent to the substitute as part of the resignation process.
ITEXAS HANDBOOK ACKNOWLEDGMENT PAGE- 2020-2021 SCHOOL YEAR:

Please read the following statements, fill out the information below, sign and return this page to the Substitute Office sub@iltexas.org. 
I have received a copy of the ILTexas 2021-2022 Substitute Handbook and will access it if needed through the ILTexas website. The Substitute Handbook can be accessed at www.iltexasdistrict.org. 
I acknowledge that I have received the 2021-2022 Teacher Calendar that indicated which dates I may be able to accept jobs at ILTexas.

AT WILL STATEMENT

I understand that my employment with ILTexas is at will and is subject to termination, with or without cause, and with or without notice, at any time. Nothing in this handbook shall be interpreted to be in conflict with or to eliminate or modify in any way the employment at-will-status of ILTexas Substitutes.

This policy of employment at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or Board of Directors, whichever is applicable.

These personnel policies are not intended to be a contract of employment or legal document.

By signing this form, I have read, understand, and hold myself professionally responsible for the contents of the ILTexas Substitute Handbook.

__________________________________
Print Name

__________________________________
Signature

__________________________________
Social Security Number

__________________________________
Date