

# Substituting for Friendswood I.S.D.

## Campus:

Cline Elementary (K-3)  
Westwood Elementary (K-2)  
Bales Intermediate (3-5)  
Windsong Intermediate (3-5)  
Friendswood Jr. High (6-8)  
Friendswood High (9-12)  
Transition Center (SPED)

## Report Times:

7:05AM or 11:25AM  
7:25AM or 11:25AM  
7:15AM or 11:25AM  
7:30AM or 11:45AM  
8:00AM or 12:00PM  
8:00AM or 11:30AM  
8:00AM or 12:00PM

## Phone

281-482-1201  
281-482-3341  
281-482-8255  
281-482-0111  
281-996-6200  
281-482-3413  
281-996-6668

## Sub Contact/Email

Emilee Hobbs [ehobbs@fisd12.net](mailto:ehobbs@fisd12.net)  
Beth Loveless [blloveless@fisd12.net](mailto:blloveless@fisd12.net)  
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Gayle Campos [gcampos@fisd12.net](mailto:gcampos@fisd12.net)  
Gayle Campos [gcampos@fisd12.net](mailto:gcampos@fisd12.net)

## Reporting Procedures:

Report to the front office at the report time listed above to receive further instruction regarding your assignment and receive your door access card. DOOR ACCESS CARDS MUST BE RETURNED AT THE END OF EACH DAY. You are required to sign in every day that you work, including long term assignments.

## Cancellation of an assignment:

If you must cancel an assignment, please do so with **at least** 24 hours notice. Excessive cancellations without proper notice could result in you being disabled as a substitute. You must submit your request via email to the Substitute Specialist, Hope Coburn at [hcoburn@fisd12.net](mailto:hcoburn@fisd12.net), as well as the campus sub contact listed above.

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## Payments for Service:

|                               |                                  |  |
|-------------------------------|----------------------------------|--|
| <b>Teachers:</b>              | Certified teacher:               | \$105/day as a substitute teacher                                      |
|                               | Not certified but degreed:       | \$95/day as a substitute teacher                                       |
|                               | Not-degreed with 60 college hrs: | \$85/day as a substitute teacher                                       |
|                               | QUEST/ECSE* Teachers             | \$120/day as a substitute teacher                                      |
| <b>Nurses:</b>                | RN or LVN                        | \$120/day as a substitute nurse<br>\$60/half-day as a substitute nurse |
| <b>Security Monitor:</b>      |                                  | \$90/day as substitute security monitor                                |
| <b>Aide, Secretary/Clerk:</b> |                                  | \$70/day as a substitute paraprofessional                              |
| <b>SPED or QUEST* aide:</b>   |                                  | \$85/day as a substitute paraprofessional for this class               |

*\*Some QUEST assignments are located at the FISD Transition Center located at 402 Laurel Drive. Please pay close attention to the location when accepting a QUEST assignment.*

**Long Term Assignment:** Certified Teachers and RNs with Bachelor's Degree \$140/day, starting on the 11<sup>th</sup> day of assignment; Degreed/not Certified \$110/day, starting on the 11<sup>th</sup> day of assignment. Long Term Aide \$75/day, starting on the 11<sup>th</sup> day of the assignment. Long Term Quest/SPED Aide \$90/day on the 11<sup>th</sup> day.

**Administrators/Counselors:** Used in long term absences for school administrators/counselors. Daily rates vary from \$200 to \$325, depending on experience and certification.

## Pay Schedule:

Days worked **1<sup>st</sup> to 15<sup>th</sup>** -paid on **5<sup>th</sup>** of the following month  
Days worked **16<sup>th</sup> to 31<sup>st</sup>** -paid on **20<sup>th</sup>** of the following month

Direct Deposit: Your 1<sup>st</sup> check will be a real check mailed to you. Your 2<sup>nd</sup> check will be deposited electronically and you will be able to access your pay information online through Skyward Finance. Paycheck questions should be directed to Linda Haddock [lhaddock@fisd12.net](mailto:lhaddock@fisd12.net).

Paycheck deduction: 457(b) FICA Alternative Plan - You will see a FICA ALT deduction on your paycheck. This is a required pre-tax contribution of 7.5% to a retirement account in place of Social Security deductions. If you have questions contact Kimberly Kempken - [kkempken@fisd12.net](mailto:kkempken@fisd12.net).

## ID BADGES:

Substitutes MUST wear their ID badge at all times when on campus. Temporary door key access cards will be issued to you daily and must be returned at the end of each day. Substitutes will be charged \$8.00 for lost ID cards or door card key access cards and \$1.00 for lanyards and plastic cases. For security reasons, lost or stolen ID badges must be reported to your campus principal/supervisor **and** the HR Department immediately, and failure to do so may result in disciplinary action. In addition, failure to wear your ID badge at all times may result in disciplinary action. Substitutes must return their ID badges upon termination with FISD.