

Era Independent School District



**Substitute Handbook
2023-2024**



HORNETS

ERA INDEPENDENT SCHOOL DISTRICT

Dear Substitute:

Thank you for your willingness to serve as a substitute teacher in the Era ISD. Quality substitute teaching is essential to the learning process and our children are fortunate you have chosen to give of yourself to serve them.

This handbook is being provided to help you have a successful experience in your role as a substitute teacher. The information provided in this handbook will help you be better prepared, have less anxiety about the school day, be more confident and provide the best possible experience for our students in the absence of their regular classroom teacher. Your partnership in education is crucial and you are a valued member of our instructional team.

Teachers have high expectations of those who come into their classroom, both students and substitutes. Never diminish your role as a substitute teacher. Your ability to be caring, capable, poised, prepared and professional will greatly enhance the learning opportunities of the students in your care and will reduce stress on the students and yourself.

We wish you a successful and enjoyable experience as a substitute teacher in the Era Schools and thank you for your service.

Sincerely,

Dr. Shannon Luis
Superintendent Era ISD

HOURS OF DUTY

Substitutes are required to work the same hours as teachers.

Era High School (Grades 9-12)	7:30 A.M. until 3:45 P.M.
Era Jr. High School (Grades 6-7-8)	7:30 A.M. until 3:45 P.M.
Era Elementary (Grades PK-5)	7:30 A.M. until 3:45 P.M.

Substitutes must check in at the front office no later than 15 minutes before the assigned start time. A half day will be considered an assignment of four hours or less. Any assignment exceeding four hours will be paid on a full day basis.

DRESS

Business Casual dress allows individuals to present themselves in a manner in which the best possible impression can be made. The dress and grooming of the District employees shall be clean, neat, in a manner appropriate for assignments and in accordance with any additional standards established by their supervisors and approved by the superintendent. Jeans are allowed Monday-Friday. Friday is considered Era's spirit day and you should wear your favorite Era t-shirt.

Era Employee dress code:

Staff is expected to dress professionally. To maintain a professional appearance, the only piercings permitted are those in the ears. Era ISD will remain a district of jeans for staff, with a high level of professionalism expected.

Staff are not allowed to wear leggings. Administration shall address any concerns regarding dress code individually, as needed.

SAFETY AND SECURITY

Era ISD takes the safety and security of our students very seriously. As substitutes, we want to ensure that you are aware of these safety and security protocols prior to your first day as a substitute. Annually, our teachers are provided training on these protocols and the session is recorded and provided to substitutes as a required part of your training **BEFORE YOU CAN SUBSTITUTE FOR ERA ISD.** A link will be provided to you for this training.

RELEASE OF CHILDREN

Any person, other than authorized school personnel, who might request information about a child, or who asks that a child be released from school, must be directed to the principal's office. Under no circumstances should a child be released from the classroom without official notice from the building principal.

CODE OF ETHICS

The substitute has a professional obligation even though the substitute is not a regular teacher. Extreme caution should be used in expressing personal reactions and derogatory opinions about activities in the classroom and school. If there is a problem, a practice, or a policy with which you disagree or a suggestion you wish to make, the principal of the school is the person to whom comments should be directed. Any individual child's educational progress is confidential information. ***It is not to be discussed outside the school.*** Substitute teachers are expected to observe the Code of Ethics and Standard Practices for Teacher Educators. Please read the Era ISD Student Handbook found at the following link: <https://www.eraisd.net/site/Default.aspx?PageID=4257>

EVALUATION OF SUBSTITUTES

The district must continuously be aware of the quality of substitutes employed. Evaluations are important when considering the substitute for long-term or full-time employment. Timeliness, compliance with campus rules and procedures, classroom management and the ability to implement the classroom teacher's instructions are essential.

Substitutes may be observed, evaluated and reassigned as deemed necessary by the campus principal. A negative report will not be placed in the substitute teacher file without an attempt to communicate with the substitute teacher.

RECORDS

Payroll records: It is recommended that each substitute teacher keep an accurate record of the days (full or half) worked so that the needed information will be available to correct any errors that may occur concerning the substitute teacher's paycheck. Questions concerning the paycheck should be directed to the payroll office.

Service records: Substitutes who work more than 90 days in one school year are eligible to receive service year credit for that school year in the event they become a full-time certified teacher. The workdays may be accumulated from multiple districts but combined must total more than 90 days. Contact Human Resources for additional information.

LONG TERM SUBSTITUTES

After 10 consecutive days in the same assignment, a substitute may be designated as a long-term substitute, at the discretion of the campus principal.

RATE OF PAY

	<u>Daily Rate</u>	<u>Long Term Rate: On the 11th Day</u>
Associate degree (2 year)	\$80 /day	Not Applicable
Advanced training (min. 48 hours)	\$80 / day	Not Applicable
College Degree (4 year)	\$80 / day	Not Applicable
Non-Certified (on the 11 th day)	\$100/day	Not Applicable
Certified Teacher	\$95 / day	\$120/day

HELPFUL HINTS

- ❖ Be firm and fair.
- ❖ Deal with each child in a kind and just manner.
- ❖ Demonstrate self-confidence.
- ❖ Maintain dignity.
- ❖ Be patient.
- ❖ Respect each child.
- ❖ Be enthusiastic.
- ❖ Talk with students – not at them.
- ❖ Be prepared to adjust to several kinds of instructional settings.
- ❖ Have a sense of humor but do not overdo.
- ❖ Make directions clear and concise.
- ❖ Be professional.
- ❖ Be prompt.
- ❖ Avoid threats.
- ❖ Follow normal classroom procedures.
- ❖ Ask for help when needed.
- ❖ Do not leave students unsupervised.

YOUR COMMITMENT

By virtue of your request to be placed on the list of substitute teachers, you have made a commitment to teach when you are called. Era ISD offers a limited number of substitute positions. While school officials understand that it is not always possible to comply with a request to substitute, we do ask that you always make a good faith effort to respond.

RESPONSIBILITIES

Although substitute teachers must be flexible, the information below should provide a general guideline.

- Arrival
 - Verify the workday hours for the campus in which you are reporting.
 - Be aware of parking. Many schools have assigned parking. Park in visitor spaces or unassigned / undecorated parking spaces.
 - Report promptly to the building principal or designee. Given sufficient notice, the substitute should report at the same time the regular classroom teacher reports on duty and should not leave before the regular teacher is dismissed.
 - Obtain directions to the classroom.
 - Obtain the name, phone extension and/or room number of the department chair or person to contact if you need assistance.
 - Obtain information regarding the regular teacher's assigned duties for the day. You are expected to perform all classroom and extra duties assigned to the regular teacher.
 - Ask for any special directions, such as special activities that may be planned for the day or special duties performed by the regular teacher.
 - Verify the procedure for taking attendance.

- Go directly to your assigned location.
 - Find the classroom teacher's substitute folder or online directions, daily schedule, lesson plans, seating charts and other needed materials.
 - Introduce yourself to neighboring classroom teachers.
 - Be at the door greeting students as they enter.

- Substitute folders (printed or online) should include the following items:
 - Daily lesson plans made out in sufficient detail
 - Weekly time schedule of classes
 - List of students' names and seating chart
 - List of students in reading or cooperative groups
 - List of supervisory responsibilities (morning or after school duty, bus duty, etc.)
 - Fire drill and other emergency procedures
 - Essential or unusual information about any child (special schedule, health, medication, etc.)
 - List of names of students especially capable of giving reliable aid
 - Forms for reporting attendance and lunch count at the elementary level
 - List of classroom rules and regulations
 - Special instructions as needed
 - A minimum of two emergency lesson plans to be used if other plans cannot be followed

- Lesson Plans
 - Follow the classroom teacher's lesson plans as closely as possible.
 - In the event there are no lesson plans available, please contact the campus principal's office immediately for direction. Do not hesitate to ask for help.

In the classroom:

- Report serious accidents or illnesses to the principal or nurse immediately.
- Introduce yourself and try to learn student names. The first step to good classroom management is to set an approachable tone.

- Avoid changing the seating arrangement or any other aspect of the classroom organization or routine except for temporary grouping of pupils for instruction or cooperative groups.
- Strive to maintain high standards of ethics and avoid comparison of teacher-pupil learning situations.
- Hall supervision is a responsibility of all teachers, especially when pupils are coming into or leaving the building. Junior High School / High School: If you are not assigned a specific station, please stand outside your door to monitor hall activity during passing periods and at arrival/dismissal.
- Leave a brief progress report of the work assigned, as well as any other information that would be helpful to the returning classroom teacher (bulletins, assignments, parental notes, and praises and/or problems). Before leaving, be sure that all equipment and material used during the day is properly stored and that the room is left in an orderly condition.
- If possible, grade any written work that you have assigned before you leave the building.
- Proper discipline or classroom order is a prerequisite to good teaching. Be firm and business-like. Should you have some difficulty with discipline, please seek the assistance of the principal or assistant principal.
- When completing a “long-term” assignment, the substitute should attend all scheduled meetings (i.e. faculty, grade level, departmental, etc.). In case of doubt, check with the building principal.
- Become acquainted with this handbook and with all school policies as soon as possible and familiarize yourself with all school procedures and regulations. Teacher handbooks and student handbooks are available through the principal’s office or on the school’s website (via www.eraisd.net).

DISCIPLINE

Substitute teachers should exhibit a reasonable degree of dignity, courtesy, and congeniality at all times.

Substitute teachers are expected to assume responsibility for students and to assist in the correction of any irregularities that occur. As temporary members of the faculty, substitute teachers are charged with the responsibility of maintaining proper building procedures and rules of conduct.

Every reasonable effort should be made by substitute teachers in attempting to solve problems before they are referred to the principal or assistant principal. Occasionally, something may occur which warrants the exclusion of a student from the classroom. Contact the school office to receive instructions on whom to contact in the event a student needs to be excluded from the classroom, ensure written communication is provided to the classroom teacher.

Substitute teachers should always maintain effective order and control and will be supported in their reasonable efforts to accomplish this objective. Substitute teachers may **not** administer corporal punishment. Corporal punishment is interpreted to mean any physical punishment. The use of physical force by a substitute teacher should be limited to situations where it is necessary to prevent injury to another person or yourself.

The substitute teacher is expected to maintain a high level of discipline in the classroom, which is conducive to good learning. Effective discipline management can be accomplished by following the school Discipline Management Plan and the teacher’s classroom discipline plan. The substitute teacher should never leave the class unattended.

CONTACT INFORMATION

Human Resources: EMAIL: sprabaryk@eraisd.net
 PHONE: 940-665-5961 ext 224

Era Elementary	940-665-5961 ext. 220
Era JR/High School	940-665-5961 ext. 210

Frontline

Frontline is the Automated Educational Substitute Operator Program used by Era ISD to provide substitute teachers with the available openings during the school year. Training is provided during the orientation meeting on the use of the Frontline system.

The system may be accessed at: <https://www.aesonline.com/login2.asp>

Username: User's telephone number

Password: Last four digits of the telephone number

Please note: Positions are filled through the Frontline system. Please do not call the individual campuses for information on possible substitute openings.

Fingerprinting Requirements

The 2007 Texas Legislature passed SenateBill9 requiring fingerprint-based criminal background reviews for certain school employees in Texas Public schools.

Texas Education Code (TEC), Chapter 22, Subchapter C requires the following to be fingerprinted prior to employment:

- All certified educators (those holding an educator certification or Emergency Teaching Permit issued by the State Board for Educator Certification [SBEC])
- All classroom substitute teachers and educational aides, whether certified or not
- Non-certified employees hired by a district or charter school on or after 1/1/08 (including applicants for a School District Teaching Permit)
- Charter school employees, whether certified or not, working in a teaching or professional position
- Contracted employees hired on or after 1/1/08 who have direct contact with students

Once someone has submitted their fingerprinting using the Texas Department of Public Safety's (DPS) approved vendor, Morpho Trust, it is good for all schools in Texas. It is a one-time process.

In order to be fingerprinted, one must first obtain a FAST Pass. For more information about the process, please contact Karen Sprabary, HR/Benefits at 940-665-5961 ext. #224

Medical Insurance

Era ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Era ISD.

The district does not guarantee that a substitute will work 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

Every substitute must enroll in or decline medical coverage within 31 days from the first date of working. If coverage is declined, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, **you will be responsible for the full premium. The district does not contribute toward the monthly premium.** You must submit payment for one calendar month with your enrollment form. You must submit the premium to the district by the 1st day of the month. If the 1st falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process.

A substitute who is enrolled in TRS-Active Care and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: Therefore, you would not be eligible for COBRA.

Era ISO is required by state law to participate in the TRS-Active Care medical insurance plan. This plan, administered through Aetna, provides three levels of benefits with varying costs.

For more information concerning Health insurance please contact: Karen Sprabary HR/Benefits
940-665-5961 ext. 224.

2023-2024 District Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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September 2023						
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30	31					

October 2023						
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November 2023						
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December 2023						
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30	31					

Staff Workday
Early Release
Bad Weather Day
New Staff Orientation
Professional Development Day

Era ISD

Days	Minutes	Days	Minutes
1st	27 12420	4th	32 14720
2nd	27 12420	5th	28 12725
3rd	27 12265	6th	29 13185
81	37105	89	40630
Total Days	170	Total Minutes	77735

Staff Development Days	8
Teacher Prep Days	4
TOTAL DAYS	182



July 4	Independence Day
Aug 7	New Staff Orientation
Aug 8-10, 14-15	Staff PD/Workdays
Aug 10	Meet the Teacher Night
Aug 16	First Day of School for Students
Sep 4	Labor Day
Oct 9	Columbus Day/Teacher Conferences
Oct 27	Student Holiday- Staff PD
Oct 30	Student/Staff Holiday
Nov 20-24	Thanksgiving Break
Dec 8	Student Holiday- Staff PD
Dec 21-Jan 5	Christmas Break
Jan 4-5	Student Holidays - Staff Workday/PD
Jan 15	Martin Luther King, Jr. Day
Feb 9	Student Holiday- Staff PD
Feb 23	Bad Weather Day
Mar 11-15	Spring Break
Mar 29	Bad Weather Day
Apr 1	Bad Weather Day
May 24	Student Holiday - Staff Workday
May 24	High School Graduation

School Day Start/End	7:55a.m./3:35p.m.
Early Release Start/End	7:55a.m./1:00p.m.
Board Approved February 20, 2023	

January 2024						
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28	29	30	31			

February 2024						
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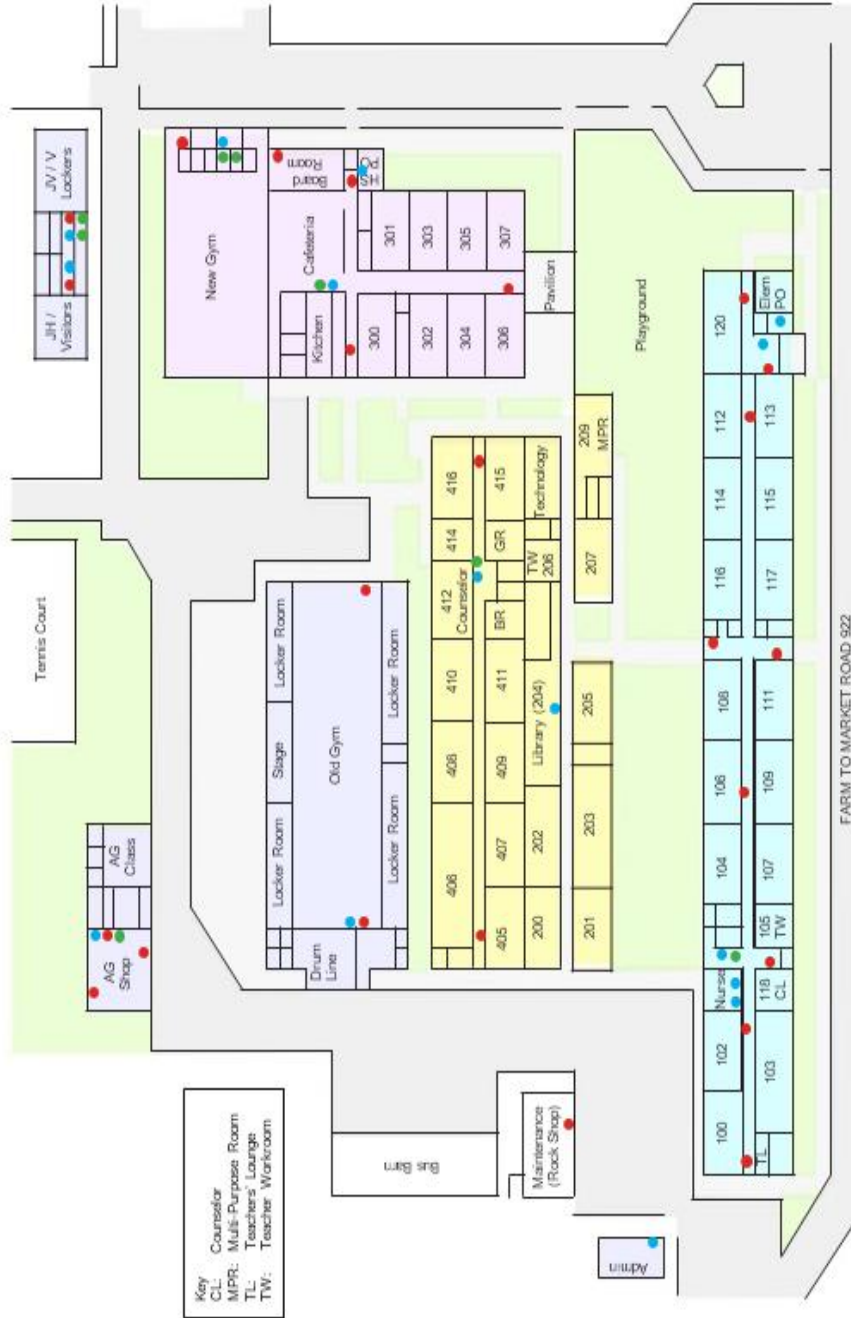
March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

State Testing Day
Start of Six Weeks
End of Six Weeks
Holiday



Key
 CL: Counselor
 MPR: Multi-Purpose Room
 TL: Teachers' Lounge
 TW: Teacher Workroom

High School Campus
 Junior High Campus
 Elementary Campus

Fire Extinguisher*
 AED
 Trauma Kit**



ERA ISD
 Facility Emergency Equipment Locations

* All buses are equipped with fire extinguishers.
 ** Nine district buses, each district suburban, the AG pickup, and minivan are equipped with trauma kits.

FARM TO MARKET ROAD 922