



Ector County Independent School District Human Resources Department

Guest Instructor 2024-2025 Handbook

ECISD Administration Building
802 N. Sam Houston, Suite 128
432-456-0062
Fax: 432-456-9988

Sulema Arredondo, HR Substitute Specialist
sulema.arredondo@ectorcountysd.org

Natalie Fitzgerald, HR Director
Natalie.Fitzgerald@ectorcountysd.org

Dear Educator,

It is an honor to have you serve as a substitute teacher in Ector County ISD. You are an integral part of the instructional team in our schools. Your commitment to serve the students of Ector County will help us to continue our district vision of OUR students...THE future.

The Ector County ISD Substitute Handbook is designed to provide vital information that will help guide you through the year. The information provided is an overview and is not intended to supersede district policy and/or federal law. Substitutes are responsible for reading and abiding with all Ector County ISD policies, procedures, and guidelines including those included in the Substitute Handbook and Employee Standards of Conduct.

If, at any time, you need assistance in your role as a substitute, please do not hesitate to reach out.

Again, thank you for your commitment to the students of Ector County.

Natalie Fitzgerald
Human Resource Director
(432) 456-0992
Natalie.Fitzgerald@ectorcountyisd.org

Guest Instructor Teacher Services

Guest Instructor Teacher Criteria:

- High school diploma accredited in Texas is required for daily substitutes.
- 45 college credit hours including **30** hours in core academic areas (English, reading, writing, math, science, or social studies) for teacher substitutes in long-term positions.
- High School Diploma accredited in Texas or GED for substitutes serving in the role of teacher assistant, clerk or secretary.
- Enjoy working with children and adolescents
- Want to touch the future by supporting public education
- Complete the District Application Packet
- Pass the required drug screening, fingerprinting, and criminal history check
- Complete the New Substitute Prerequisite training and Sexual Harassment Training (8 hours)
- Maintain positive evaluations
- Follow all District Policies and Procedures

Orientation: Mandatory Pre-Requisite to Hire Training:

All Guest Instructors, regardless of background and experience, are required to complete an orientation conducted by the Human Resources Director for Substitute Teacher Services and the Substitute Specialist. The orientation includes District Policies and Procedures, Sexual Harassment, instructions in the use of the automated SmartFind Express, basic information on the roles and responsibilities, answers to frequently asked questions.

If there is a one-year break in service, Guest Instructor will be required to repeat the prerequisite training before being allowed to substitute again.

Returning Guest Instructors are required to attend the yearly Substitute Compliance Training, complete the online sexual harassment training, read the ECISD District Handbook, the Guest Instructor Handbook, and the Internet User Agreement Form and acknowledge all documents electronically online at the beginning of each year prior to **August 3**. Guest Instructors who do not comply will be removed from the substitute list until the required staff development is completed.

Application Process:

Upon receipt and review of an application, applicants will receive an email with required hiring paperwork. Applicants must provide a copy of a current driver's license, social security card/acceptable document, and official sealed transcripts. All required paperwork must be completed and received by the Guest Instructor office prior to attending orientation. Pre-requisites to orientation include Criminal History Background Check and fingerprinting.

Photo ID Badge:

ECISD will furnish all hired Guest Instructors with a badge. There is no cost for this badge. However, if the badge is lost or damaged, the substitute office must be notified immediately to arrange to have a replacement badge made. A replacement fee will be charged for the new badge.

All employees are required to display/wear their photo ID badge **at all** times when on campus or attending a school-sponsored event and be prepared to identify themselves as a substitute teacher and provide the name of the teacher for whom they are substituting.

Upon resignation, you must return your badge and letter of resignation to the Guest Instructor Office.

Smart Find Express Substitute Employee Management System

Ector County ISD uses an automated system for securing substitute teachers. The Smart Find Express capabilities include Internet/Intranet, and APP, and telephone access. Access to Smart Find Express requires the use of an Access ID Number and Personal PIN Identification Number to gain access to the system. Smart Find Express will allow you to review and modify your personal profile, review current and future assignments, cancel assignments, and search for available jobs.

Roles and Responsibilities

Ethical Behavior

- **Professional Code of Ethics – Appendix A** contains the Code of Ethics and Standard Practices for Texas Educators. ECISD Substitute Teacher Services expects all employees hold themselves to the same high standards expected of all teachers employed in the District. “Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District.” [Refer to ECISD Website Online Policy - **DH (LOCAL)**]
- **Confidentiality** – Guest Instructors must maintain strict confidentiality in most matters pertaining to students. Student behavior and academic performance are not topics of general conversation and should not be discussed outside of the school setting. A greater degree of caution must be exercised when working with students with disabilities.
- **Professionalism** – Guest Instructors are directed to refrain from making disparaging comments comparing one school with another or comparing the children in one campus with those in another. [Refer to ECISD Website Online Policy - **DH (LOCAL)**]
- **Substitute/Student Relationships** – All District personnel shall recognize and respect the rights of students. Guest Instructors will exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. [Refer to ECISD Website - **DIA (LEGAL); DIA (LOCAL); DIA (EXHIBIT A); DIA (EXHIBIT C); FFH (LEGAL); FFH (LOCAL); FNG (LOCAL)**]
- **Cell Phones**– Cell phones are allowed on the school campus as long as they are turned off and out of sight during the instructional school day. No personal calls should be made or received during the instructional day or during after school meetings with the exception of limited personal calls which may be made during lunch.
- **Mutual Respect** – Treating students and campus personnel with the same respect with which you wish to be treated will result in a positive atmosphere of trust and mutual respect. Yelling at students, insulting them or calling them derogatory names or making other verbal threats is unacceptable and may be grounds for dismissal.
- **Accepting and Canceling Jobs** - Whenever possible, Guest Instructors should accept jobs offered through the Smart Find Express. After accepting you should write down the date, time, location, and other information pertinent to the assignment. If, after accepting a job, you need to cancel the job, you should do so at the earliest possible opportunity. This can be done by calling the Smart Find Express or going online and following the prompts to cancel a job. If a substitute teacher attempts to cancel a job after the deadline for doing so (1 hour prior to the start time of the job), Smart Find Express will prompt the substitute to call the school administrator to cancel the job.

Note: Once a job has been accepted, it is critical that the substitute teacher either fulfills the commitment or cancels the job in a timely manner. Failure to do so may result in a school's administrator excluding that substitute teacher from working on his/her campus in the future. Repeated failure to do so will result in the substitute teacher being restricted from working in the District.

General Duties and Responsibilities

- **Dress/ Grooming** – Employees should exercise discretion and good judgment in their attire. The dress code of all staff, including substitutes, must not be a distraction or create an unwelcoming learning environment for students. T-shirts, jeans, spandex, and tennis shoes are discouraged in the classroom, except in physical education. Visible tattoos, deemed offensive and/or inappropriate, must be appropriately covered. **(Please read District handbook online).**
- **Punctuality** – Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty 15 minutes before the start of school. It is recommended that substitute teachers arrive as much as 30 minutes before the start of school to allow time to meet the office staff, sign in, locate the classroom as well as the lesson plans and instructional materials, and adequately prepare for the arrival of the students.

The exact beginning and ending times for substitute teachers may vary from school to school. You must note the beginning and ending time for each job.

- **Reporting for Duty** – Employees are expected to wear their photo ID badge and should report to the school office before assuming their duties in the classroom. Remember to sign in. If you do not sign in, you may not be paid for that day. While in the office, ask for a Substitute Teacher Folder, and or where assignments will be located.
- **Parking and Privileges** – Substitute employees should not park in “reserved” or “visitor” parking areas but should use the faculty parking lots. Parking permits will be issued to all members of the substitute team.
- **Supplies, Materials and Equipment** – The teacher's materials and supplies should not be used unless the teacher has indicated in the plans that their use is necessary. Materials and equipment that are borrowed must be returned before leaving the campus. The teacher's room and equipment should be left as found. Candy, stickers or other types of “rewards” belonging to the regular teacher should not be used without prior permission from the teacher.
- **Leaving the Campus** – The care and supervision of students assigned to the substitute teacher is a top priority. You should not leave the campus during the day without authorization to do so. Substitute teachers should not leave the campus at any point in the day without signing out in the office and notifying office personnel that they are leaving.
- **Other Duties as Assigned** - Occasionally, schools may find themselves having to make shifts or adjustments to accommodate last minute changes or problems that arise after the school day has started. You may be asked to cover a class during a conference period or assist with some other duty or task. You may be asked to teach a class other than the one agreed to through Smart Find Express. In these cases, the substitute teacher is expected to demonstrate **flexibility and cooperation**, which will both benefit students and contribute to building a positive rapport with the campus staff.
- **At the End of the Day** – Before leaving the classroom, you must provide detailed feedback to the teacher, all supplies and instructional materials as well as furniture and equipment should be returned to their original place. The substitute employee should always check out through the office at the end of the day making personal contact with the office staff.

- **Changes in the Personnel Profile Information** – Throughout the year, the substitute employee has the responsibility of keeping the information in the Substitute Office current. This includes current address and phone number as well as the school and subject preferences. These updates are made through the Employee Self Service, which can be accessed on the ECISD website. Changes of personal information is the responsibility of the employee. Name changes must be submitted to HR.

Classroom Duties and Instructional Responsibilities

- **Lesson Plans** – When teachers are absent from school, they will leave detailed lesson plans for the substitute teacher to follow. Substitute teachers are to implement the lesson plans with fidelity. The substitute should leave a note indicating any deviation from the lesson plans and provide rationale for any changes that are made. If the lesson plans are not detailed, the substitute teacher can use effective teaching strategies to cover the assigned content and materials.

When possible, teachers plan for their absences. However, if a teacher is absent due to an emergency, the substitute teacher may not have lesson plans provided by the teacher. Should this occur, substitute teachers should contact the office or a neighboring teacher for assistance.

- **Student Attendance** – Attendance will be taken in every class, and this information must be provided to the school office following the procedures established by each school. Attendance taking procedures are included in the campus substitute folder or are available from the office.
- **Written Work/Grading Papers** – The substitute teacher should not assign written work and leave it to be graded except at the request of the regular teacher. Nor should the regular teacher expect the substitute teacher to grade papers not assigned in the lesson plans.
- **Classroom Management and Discipline** – Substitute teachers are expected to model and reinforce the expectations of the regular teacher. Classroom rules are generally posted in most classrooms. Effective classroom management helps to ensure that learning will take place.

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to incorporate the suggested classroom management strategies outlined in the orientation face to face training. Substitute teachers must never administer corporal punishment, physically discipline a student in any way, or verbally abuse a student. Substitute teachers should refer students to school administrators only after all reasonable efforts have been made to maintain order and have not been successful.

1. Referral Process –When referring a student to the office, the substitute teacher should use the standard ECISD referral form. Students should be sent to the office with the completed form or with another student should the situation warrant it. The substitute teacher should leave a copy of the referral for the regular teacher or a note explaining the contents of the referral.
 2. Office Communications – Each classroom has a telephone that can be used should the substitute teacher need immediate assistance.
 3. Unattended Classroom – The substitute teacher should **never leave the classroom unattended**. If an emergency situation arises, the substitute teacher should immediately contact the office for assistance and wait for another campus staff person to arrive before leaving the classroom. If the substitute teacher needs to leave the room for personal reasons, the office or a nearby teacher should be contacted for assistance. The substitute teacher must not leave the classroom until someone else arrives to supervise the students.
- **Ask for Assistance** – The substitute teacher should never hesitate to seek help when needed.

Responsibilities of the District to substitute employees:

- District Staff:

Substitute Office – The responsibilities of the Substitute Office include creating and maintaining employee files, coordinating payroll information with the Payroll Office, providing forms to have ID badges made, scheduling orientations and staff development and providing general support.

Payroll Office - The Payroll Office is responsible for providing the substitute teacher with timely and accurate payroll checks. **Checks are direct deposited following the first check which is mailed.** Substitute employees are paid on or about the **15th of each month.** Check the payroll schedule on the substitute webpage for specific dates. The pay period runs from the first working day through the last working day of the previous month. If a substitute employee believes an error has occurred, he/ she can contact the **Payroll Office** at **456-9769.** **You are strongly encouraged to start with the secretary at the campus where you substituted.**

Salary and Employment Issues

Certified Substitutes (must hold a valid Texas teaching certificate) \$150.00 per day

Non-Certified Substitutes \$120.00 per day

After School Magnet Classes \$17.00 per hour (non-certified)
\$22.00 per hour (certified)

Substitute Teacher Aides, Clerks & Secretaries \$15.00 per hour

Permanent Substitutes \$120.00 per day

- **Special Notes Regarding Pay**

1. **Job Log** - The substitute teacher is advised to keep a job log of dates, times, schools, and job numbers.
2. **Half Day vs. Full Day** – Substitute teachers should have a clear understanding of whether they are substituting for a full-day or a half-day (4 hours or less) assignment before accepting a job.
3. **Certifications**- A substitute that completes a Texas teaching certification must call the Sub Office so the certification may be pulled from SBEC. The daily rate of pay will increase to the certified rate at that time.
4. **Pay Period** – The first check will be mailed then direct deposited thereafter on the **15th of each month.**
5. **Long Term Substitute Pay:** A long term substitute with a teacher certification will earn \$228.00/day, while a long-term substitute without a teacher certification will earn \$198.00/day. A substitute must have 45 College Hours, 30 in core to be eligible for a long-term substitute position the increase in pay begins on the 11th day of filling the position **ONLY** after the placement is approved through the proper channels. LTS have to of work 10 days in the same position. On the 11th day of the assignment pay will be retroactive paid back to the first day. **LONG TERM PAY ONLY APPLIES TO CORE CLASSES.**

Long Term Substitute Jobs are defined as:

A job that requires an extended teacher absence in a core subject and has been **APPROVED** by the Executive Director of Leadership and the Executive Director of Human Resources and cleared in the substitute office (i.e. FMLA, surgery, or maternity leave). The Principal will initiate the process with the Executive Director of Leadership, Executive Director of Human Resources, and the substitute office the process. The substitute will receive an email with the dates of approval for long term pay. If you don't receive this email, long term pay has not been approved. The job must be documented in SMART FIND with the absent teacher's name and position number and approval date.

Approval must be given by the Executive Director of Leadership, Executive Director of Human Resources, and Substitute Office in order for long term to be effective.

6. All long-term substitute teacher applicants will be interviewed by campus principals for placement.
7. All long-term substitutes are required to:
 - *Maintain consistent attendance*
 - *Submit Grades*
 - *Attend Parent Conferences, Campus Staff Development, PTA meetings, PLCs, ARD & LPAC meetings*
 - *Any other duties assigned by the campus principal*

Employment Conditions

- **“As Needed” Employment** - Substitute teachers are employed on a daily basis for regularly scheduled school days and are called “*as needed.*” All substitute teachers are reasonably assured of employment throughout the current school year. By virtue of this assurance, substitute teachers must understand that they are not eligible for unemployment compensation benefits during any school breaks including, but not limited to the summer, intercessions, Christmas, and spring break. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the District (i.e. lack of school funding, natural disasters, court orders, public insurrections, war, etc.).
- **Reasonable Assurance of Employment** – In the spring of each year substitute teachers will be issued a Letter of Reasonable Assurance via Employee Self Service informing them that they have reasonable assurance of employment for the coming school year on the same substitute basis that existed during the past school year.
- **To receive a letter of assurance each substitute must accept a minimum of 5 assignments per month to maintain an active Smartfind profile.**
- **Substitutes that do not work** within 2 months of being activated in Smartfind or if they have 2 months without accepting any assignments will indicate that you have voluntarily resigned from the district and will not substitute in the 2024/2025 school year.
- **Failure to Return the Letter of Assurance** - Substitute teachers who do not return the Letter of Assurance by the designated date will not be considered for re-employment until the following school year.
- **Required Training- All substitute employees are required to attend substitute orientation conducted by the HR staff each year along with completion of ALL safe school trainings, prior to being reactivated in Smartfind.** The orientation includes information regarding the role of a substitute, compensation of employment, general responsibilities, SRP and sexual harassment.
- **Substitute Teacher Evaluation** - The teacher and/or campus administrator will evaluate the substitute teachers following the completion of an assignment. Substitute evaluations are completed by the teacher/staff in Smartfind Express. The substitute will have 7 days to view the evaluation. A 5-star rating

along with 3-questionnaire feedback will be submitted. *Evaluations will be submitted to the campus principal, Human Resources Director, and manager for Substitute Teacher Services for review upon request. All evaluations will be maintained in the substitute teacher's Smartfind personnel file.*

Campus administrators may ask for a substitute employee who has performed exceptionally well to be placed on a campus priority list. Smart Find Express will call the substitute teachers on this list first. If the "priority subs" are not available to substitute, the Smart Find Express will begin to randomly attempt to fill the absence.

Substitute employees not performing satisfactorily will be contacted and provided coaching to address classroom management and strategy issues when possible. Substitute employees may be removed from the substitute list for consistent poor performance or for a serious offense.

If a campus administrator perceives a situation to be serious enough to warrant immediate action, he/she may ask the Human Resources Director to remove a substitute teacher from substituting at that campus. The HR office will contact the employee to discuss the complaint, provide due process, and document inappropriate behavior if applicable.

Substitute employees leaving a campus without permission, failing to carry out responsibilities or making suggestive remarks to a student are subject to termination.

Substitute employees are considered at-will employment, at-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.
DCD(LOCAL)

- **Workers' Compensation** – All employees in ECISD are covered for occupational-related injuries and illnesses only. Workers' Compensation pays for medical expenses and loss of wages as related to the injury. **Note:** Workers' Compensation does not cover property damage suffered by an employee such as broken glasses, broken jewelry, ripped clothing, etc. An employee who sustains an occupational injury must report the incident to the campus administrator immediately. The employer's First Report of Injury form must be completed by the campus administrator and forwarded to the Risk Management Office within two days from the date of the injury. An additional copy should be forwarded to the Human Resources Director for Substitute Teacher Services. Failure to report an injury in a timely manner may result in loss of benefits and denial of a claim. Additional information is available from the Texas Workers' Compensation Commission (1-800-452-9595) or by calling the District's Risk Management Office at **456-9789**.

District Policies and Guidelines

- **Medications** – Under no circumstances should a substitute employee administer any medication to a student. All medication is to be administered in the office by trained personnel **ONLY**.
- **Sexual Harassment** – Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. All ECISD employees are required to receive annual Sexual Harassment Training to ensure the safety of the District's students and the protection of its employees. Incidences perceived to be sexual harassment should be reported to the campus administrator and/or Title IX Coordinator for the District. [Refer to ECISD website - **DIA (LEGAL); DIA (LOCAL); DIA (EXHIBIT A); DIA (EXHIBIT C); FFH (LEGAL); FFH (LOCAL); FNG (LOCAL)**]
- **Grievance Procedures** – If a substitute teacher wishes to file a grievance against a school employee, he/she must follow the procedure outlined in **DGBA (LOCAL)** found on the ECISD website.
- **Religion** – Federal law prohibits the advancement of religious beliefs in the classroom. Substitute employees are not to pray, lead prayer, or discuss religious beliefs with students at any time when they are working in the capacity of a substitute teacher. A substitute teacher may not distribute religious texts or materials to students.

- **Child Abuse/ Neglect** – State law and Board Policy require a non-accusatory report of suspected child abuse. If an employee suspects abuse, the substitute teacher should take the child to the nurse to document suspected abuse and inform the principal of the situation. The substitute teacher must then make an oral report to the Child Protective Services Division of the Department of Protective and Regulatory Service (24-hour hotline: 1-800-252-5400) **no later than 48 hours** after suspecting the abuse. **[FFG (LOCAL)]**
- **Firearms/Weapons** – District policy and the Penal Code forbid the possession of firearms, illegal knives or prohibited weapons on school grounds or on grounds where an activity sponsored by a school is being conducted. **[GKA (LEGAL)]**
- **Tobacco Use** – District policy prohibits the use of tobacco products anywhere on school property. Employees must completely leave school property, including parking lots, to smoke. [Refer to ECISD website - **DH (LEGAL); DH (LOCAL)**]
- **Alcohol and Drugs** – Ector County ISD is a Drug-Free Workplace. All employees are to follow the policies outlined on our ECISD website **DH (LOCAL) and DI (EXHIBIT A)**. Failure to comply with the requirements and prohibitions included in these policies will result in immediate dismissal.
- **Computer Use** – The District provides computer and network access for all employees. All classroom teachers have access to this technology. At the written request of the building administrator, substitute teachers on a temporary replacement assignment (six weeks or more in the same classroom) will be granted use of the classroom computer and network.

Misuse of District technology will result in termination. [CQ (Regulation)]

- **Criminal History Background Check** – All prospective ECISD employees and volunteers must submit to a Criminal History Background Check. Evidence of a felony or misdemeanor may preclude employment with the District. **[DC (LOCAL)]**
- **Drug Testing** – All ECISD employees are required to take a urine test for detection of alcohol and/or drugs before they are placed on payroll as an employee. A refusal to participate in the drug screening will disqualify the applicant from employment with the District. A positive test for the presence of drugs will also disqualify the applicant from employment. Strict confidentiality of the controlled substance, drug, and alcohol testing process shall be maintained to protect the privacy of employees and job applicants who are offered positions with the District. **[DHE (LOCAL)]**
- **Fingerprinting** – All ECISD substitutes are required to have fingerprinting completed. Applicants will be required to pay the 50.00 fee. Once the fingerprinting has been completed, the applicant will bring in the receipt of payment to the substitute management office.
- **District Email** – All ECISD Substitute Teachers/Aides & Clerks, upon hire date, will be assigned a district email account. Substitute information and correspondence will be sent through the district email. All substitutes are expected to check their email account consistently.

*All District policies may be accessed online at:

<https://pol.tasb.org/Home/Index/421>

**The Student Code of Conduct may be accessed online at:

<https://www.ectorcountyisd.org/Page/4087>

It is the policy of the Ector County Independent School District not to discriminate on the basis of race, color, national origin, religion, sex, age, disability or genetic information in its employment practices as required by Section 1981 of the Civil Rights Act of 1866 (Section 1981)—race. 42 U.S.C. 1981 Title VII of the Civil Rights Act of 1964 (Title VII)—race, color, religion, sex, and national origin. 42 U.S.C. 2000e et seq. Age Discrimination in Employment Act of 1967 (ADEA)—age, over 40. 29 U.S.C. 621 et seq. Section 504 of the Rehabilitation Act of 1973 (Section 504)—disability in programs receiving federal funds. 29 U.S.C. 794 Title I of the Americans with Disabilities Act of 1990 (ADA)—disability. 42 U.S.C. 12101 et seq. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)—genetic information. 42 U.S.C. 2000ff et seq.

Educators' Code of Ethics

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 247.1*

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, 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 intentionally, knowingly, or recklessly 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 that are used 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

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.

Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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 or minor.

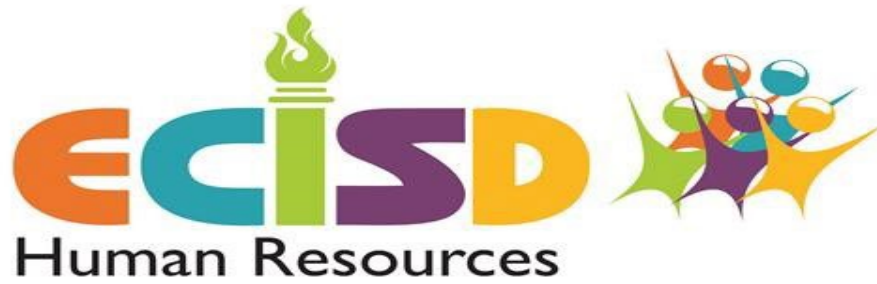
Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol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

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. 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.

19 TAC 247.2



**Ector County ISD Guest Instructor Handbook Acknowledgement
2024-2025**

I acknowledge that I have received, read and understand all parts of the
Guest Instructor Handbook. By signing this acknowledgement, I
understand that I am responsible for the content.

Guest Instructor Name (printed): _____

Guest Instructor Signature: _____

Date: _____