



SUBSTITUTE TEACHER'S HANDBOOK 2024-2025

MIDLOTHIAN
INDEPENDENT SCHOOL
DISTRICT

Dear Substitute Teacher:

Thank you so much for joining us in the important work of providing quality education to the young people of Midlothian ISD. So that you may be better prepared for your teaching experience, we present to you the Substitute Teacher Handbook. We feel that the information in this Handbook will make your service with us proceed more smoothly. We hope that your service will be satisfying and rewarding; and as a result, the young people with whom you work will derive greater education benefits.

By allowing instruction to proceed without interruption due to teacher absences, your role is important to fulfilling the district vision of "providing an integrated educational program of quality, equity, challenge and innovation to every student." We appreciate your contributions in service to young people, and we welcome your constructive suggestions to strengthen our school district. Best wishes for an exciting and rewarding experience.

Sincerely,

Dr. Aaron Williams
Chief Human Capital Officer

**Midlothian Independent School District
Board of Trustees**

2024-2025

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SUBSTITUTE TEACHER HANDBOOK

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Job Description

Title: Substitute Teacher

Qualifications:

1. A valid teacher's certificate or a minimum of 30 college hours
2. Fingerprinted thru Indentogo
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Principal

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

Performance Responsibilities:

1. Reports to the Principal's office upon arrival fifteen minutes before the official school opening.
2. Maintains as fully as possible the established routines and procedure of the school and classroom.
3. Teaches the lessons as outlined and prepared by the absent teacher.
4. Consults with the building principal before initiating any teaching or other procedures not specified by the regular teacher.
5. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
6. Writes a note about work completed at the end of each teaching day, and leaves it for the regular classroom teacher.
7. Reports to the building principal at the conclusion of the teaching day, and verifies whether or not the substitute will be needed on the next teaching day.
8. Displays tolerance necessary for accepting supervision for and criticism of duty performance.
9. Works in harmony with supervisory and peer personnel.
10. Uses professional information discreetly and judiciously.
11. Supports administrative and Board policy.
12. Represents the school system to the community in a positive, professional way.
13. Maintains a sincere, friendly attitude toward parents and pupils to ensure communication.
14. Performs such other duties as may be requested by the principal or department chair.

Terms of Employment: Per diem at rates established by the Board

Evaluation: Performance of this job will be evaluated in the accordance with administrative policy.

2024-2025 Learning Calendar

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024						
SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025							
SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	SU	M	TU	WE	TH	FR	SA	
						1			1	2	3	4	5						1	2	3							1
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30						
30	31																											

 New Teacher Orientation (No school for students)	 Professional Learning Day (No school for students) 8:30-noon PLC + 3 hr Teacher Planning	ATTENDANCE TIMES	
 Teacher Work Day (No school for students)	 Student Early Release Day	Elementary 7:30a-3:15p	Secondary 8:30a-4:15p
 Professional Development Day (No school for students)	 Teacher Exchange Day (No school for students)	Early Childhood Special Education Morning Classes 7:30a-11:10a Afternoon Classes 11:40a-3:15p	
 Student & Staff Holiday	 Elementary Grading Periods Secondary Grading Periods		

DATES TO REMEMBER				INSTRUCTIONAL TIME
Jul 4-5	Staff Holiday	Dec 20	Student Holiday/Teacher Exchange Day	1st Semester 36,535 minutes 78.5 days 2nd Semester 39,790 minutes 85.5 days Professional Development 2,100 minutes GRADING PERIODS Elementary (9-Week) 1st: Aug 14-Oct 10 2nd: Oct 16-Dec 19 3rd: Jan 8-Mar 6 4th: Mar 17-May 22 Secondary (6-Week) 1st: Aug 14-Sep 19 2nd: Sep 23-Oct 31 3rd: Nov 4-Dec 19 4th: Jan 8-Feb 13 5th: Feb 18-Apr 3 6th: Apr 7-May 22
Jul 29-Aug 1	New Teacher Orientation	Dec 23-Jan 3	Student/Staff Holiday	
Aug 2, 8, 13	Teacher Work Day	Jan 6	Student Holiday/Teacher Work Day	
Aug 5-7, 9, 12	Professional Development	Jan 7	Student Holiday/Professional Learning	
Aug 14	First Day of School	Jan 20	Student/Staff Holiday	
Aug 30	Student Holiday/Professional Learning	Feb 14	Student Holiday/Professional Development	
Sep 2	Student/Staff Holiday	Feb 17	Student/Staff Holiday	
Sep 20	Student Holiday/Professional Learning	Mar 7	Student Holiday/Professional Learning	
Oct 11	Student Holiday/Professional Learning	Mar 10-14	Student/Staff Holiday	
Oct 14	Student/Staff Holiday	Apr 4	Student Holiday/Professional Learning	
Oct 15	Student Holiday/Professional Development	Apr 18	Student Holiday/Teacher Exchange Day	
Nov 1	Student Holiday/Teacher Work Day	May 17	Graduation Day (subject to change)	
Nov 22	Student Holiday/Professional Learning	May 22	Student Early Release Day/Last Day of School	
Nov 25-29	Student/Staff Holiday	May 23	Teacher Work Day	
Dec 19	Student Early Release Day	May 26	Staff Holiday	

In the event of delays, cancellations or closures, MISD will notify you by:
Social Media • News (WFAA8, NBC5, CBS11, FOX4) • MISD and campus websites • Text • Email

1. Administrative Procedures Concerning the Substitute Teacher: **SECTION I: General Information/Personnel Records**

The Administrative Office shall maintain an active database of persons qualified to serve as substitute teachers. The active substitute database will be distributed to principals and staff through the automated sub finder system (AESOP). Only substitute teachers on the approved database are eligible to do substitute teaching in the Midlothian Independent School District.

Substitute teachers may specify substituting preferences. Discretion will be used to place substitute teachers according to the subject areas and grade levels indicated by the applicant. The best-qualified substitute teachers will be given priority in placement.

2. Approved Substitute Database

- a. When the applicant has been interviewed, approved and all paperwork has been completed, the applicant's name will be added to the automated substitute system (Frontline/AESOP).
- b. A substitute should notify the personnel responsible for the Frontline/AESOP system immediately regarding any change in address, telephone number or wishes to be removed from the list. This needs to be done by email.
- c. Only an applicant whose name has been added to the Frontline/AESOP system is eligible for substitute teaching assignments.
- d. **A substitute will not be added to the Frontline/AESOP system until they have completed the training session. Training sessions are scheduled 5-8 times a year and posted on misd.gs website, under Substitutes.**

3. Direct Deposit Procedures

All substitute employees are required to sign up for payroll direct deposit.

- **Directions**

Provide a pre-printed, voided personal check.

Fill out the Direct Deposit Form available in the substitute application packet and attach the voided check to the form.

- **Changing Depository Bank Information**

Submit a corrected Direct Deposit Form by the payroll cut-off date. Please write "CHANGE" on the top of the form.

4. Employee Access

Payroll information may be viewed on-line through Employee Access. The link may be reached through the Staff page on the MISD website. Upon first time to access the system, select "forgot my login or password?" This information will

be emailed to you at the email address on record. Please make sure the Payroll Department has a valid email address on file.

5. Hiring Procedures

After completing the substitute application packet, submit it to MISD Administration. A criminal history investigation is ordered. The investigation must be completed before you begin work. You may be denied employment if any information of a negative nature is discovered.

6. Substitute Pay Scale

Short Term (1 to 10 days)

- **Certified Teacher** **\$100 per day**
- **Degreed** **\$90 per day**
- **Non-Degreed** **\$80 per day**
- **NURSE** **\$110 per day**
- **Counselor** **\$200 per day**
- **Assistant Principal** **\$250 per day**
- **Principal** **\$300 per day**

Long Term Positions

(10 days or more – retroactive to day 1)

- **Certified Teacher** **\$140 per day**
- **Degreed** **\$120 per day**
- **Non-Degreed/Certified** **\$110 per day**
- **NURSE** **\$140 per day**
- **Counselor** **\$200 per day**
- **Assistant Principal** **\$250 per day**
- **Principal** **\$300 per day**

Paraprofessional Positions are always paid at the short-term, non-degreed rate of \$80 per day/\$91 per day long term.

PAY SCHEDULE – MONTHLY 2024-2025

MONTH	Pay Date	* Pay Period
JULY	19	06/02/24 – 06/29/24
AUGUST	20	06/30/24 – 07/27/24
SEPTEMBER	20	07/28/24 – 08/31/24
OCTOBER	18	09/01/24 – 09/28/24
NOVEMBER	19	09/29/24 – 10/26/24
DECEMBER	17	10/27/24 – 11/16/24
JANUARY	17	11/17/24 – 12/14/24
FEBRUARY	18	12/15/24 – 01/25/25
MARCH	20	01/26/25 – 02/15/25
APRIL	18	02/16/25 – 03/29/25
MAY	20	03/30/25 – 04/26/25
JUNE	20	04/27/25 – 05/31/25

If a substitute's day is longer than four (4) hours, they are paid for a full day. In the event a substitute is needed for a long-term teacher absence, every effort will be made to secure a certified teacher for the position.

7. Qualifications

Substitute teachers in Midlothian Independent School District do not have to be certified by the State Board for Educators Certification. However, MISD prefers to use certified teachers as substitutes when possible.

Teachers:

Three levels of substitute teachers are employed by the Midlothian ISD. Those levels are as follows:

- Certified: Bachelor's degree and full certification as a teacher by the Division of Teacher Certification, State Education Agency, in one of the 50 states
- Degreed, not Certified: Bachelor's degree and no teacher certification
- Non- Degreed: High School diploma or GED and no teacher certification (including Associate's level degrees)

Nurses:

- Degree from an accredited university & hold current license

Counselors:

- Degree from an accredited university & hold current certification

Assistant Principal:

- Degree from an accredited university & hold current certification

Principal:

- Degree from an accredited university & hold current certification

8. Equal Employment Opportunity

The Midlothian ISD does not discriminate on the basis of race, color, national origin, sex, religion, age or disability or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Substitutes with questions or concerns relating to discrimination on any of the basis listed above should contact the Executive Director of Human Resources at 469-856-5000.

9. Sexual Harassment

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. There can be two types of harassment: "Quid pro quo" occurs when employment benefits are contingent upon sexual favors or adverse job consequences result from an employee's refusal to submit.

"Hostile

work environment" is based upon unwelcome repeated sexual comments, innuendos or touching which alters conditions or interferes with school/employment performance or access to opportunities of the district.

Sexual harassment can consist of unwelcome sexual comments or physical contact. The behavior often occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another). All Midlothian ISD substitutes will refrain from all forms of sexual harassment. All Midlothian ISD Policies are available online at <https://www.misd.gs/> . Note: This policy addresses harassment of District employees. For legally referenced material relating to discrimination and retaliation, see DAA(LEGAL).

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and gender-based harassment:

Krista Tipton
Title IV Coordinator
Executive Director of Student Services and Administration
krista.tipton@midlothianisd.org
100 Walter Stephenson Rd., Midlothian, TX 76065
469-856-5000 ext. 5028

10. Harassment of Students

Sexual and other harassment of students by substitutes are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District substitutes are prohibited. Substitutes who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations or prohibited harassment of a student will be reported to the student's parents and promptly investigated. A substitute who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. (For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.)

11. Criminal History and Background Checks

Substitutes may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on substitutes and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to a substitute's current national criminal history and updates to the substitute's subsequent criminal history. (See Policy DBAA(LEGAL) and also DF).

12. Substitute Arrests and Convictions

A substitute must notify the Human Resources Office within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude
- Dishonesty, fraud, deceit, theft, misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substances defined in Chapter 481 of the Health and Safety Code
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period
- Acts constituting abuse or neglect under the Texas Family Code (See DH(LOCAL))

13. Possession of Firearms and Weapons

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times. (See GKA(LOCAL) and FNCG(LEGAL)).

14. Records Required

All individuals applying for employment as a substitute teacher must submit the following documents as part of their application prior to being added to the AESOP database:

- Substitute Application
- Teacher Certification if applicable
- Transcript of college work showing B.S. or B.A. degree if applicable
- Transcript of college hours or high school transcript
- Copy of valid driver's license and Social Security card
- W-4 form (income tax withholding)
- I-9 form (employability)
- Alternative Retirement Form

SECTION II

Appropriate Dress

Substitute teachers are expected to comply with the Midlothian ISD Professional Dress Code. (See Appendix in Employee Handbook – Professional Dress Code <https://www.misd.gs>)

Every Monday and Friday are districtwide spirit days. Substitutes working on these days may wear a MISD Proud t-shirt or campus t-shirt with jeans.

Classroom Instruction

A. You should follow as closely as possible the lesson plans provided by the regular teacher and should carry out the regular routine of the class. It is helpful to the regular teacher for you to leave a report of work accomplished, a list of absent/tardy students, a discussion of disciplinary problems, and whether you formally referred any students to the principal for infractions.

B. If the period of teaching is for more than one day and you have any questions, feel free to reach out to the front office staff or email the classroom teacher directly.

C. You have the same responsibility for students, equipment, and materials as the regular employee for whom you are substituting.

D. You are expected to spend the entire day working with students, not reading personal books, listening to the radio, or doing personal work of any kind, or making or receiving telephone calls. You are expected to carry out the program outlined by the regular teacher, not just supervise the students.

Classroom Management/ Discipline

Classroom management seems to be the most challenging aspect of substitute teaching. These suggestions may be helpful to you:

- Maintain discipline in the classroom at all times. Each school has a disciplinary procedure, usually clearly posted in each classroom. Should discipline problems occur, follow the discipline plan.
- Do not administer corporal punishment or physical contact of any kind. Referral/ infraction forms may be completed as required.
- All discipline cases, which cannot be handled in the room in an appropriate manner, should be referred to the principal or assistant principal.

- The substitute should not leave the class unattended.
- Do not remain seated at the teacher's desk for unduly long periods of time. Move about the room freely and easily with a helpful and positive attitude.
- Avoid sarcasm and threats.
- Use vocabulary appropriate to the classroom. Inappropriate language will not be tolerated.
- Maintain a positive attitude in dealing with students. More often than not a positive attitude will be the determining factor as to whether or not the day's activities will be successful.
- Reprimands should be private whenever possible.
- Strive for consistency and fairness.

Classroom Management Skills for Substitute Teachers

Capturing Kids' Hearts

MISD is a Capturing Kids' Heart district. The following information provides details about CKH.

What is Capturing Kids' Hearts

Capturing Kids' Hearts is a relationship building approach to discipline that creates self-managing groups.

The EXCEL model is used:

- to build relationships
- to build self-managing groups
- to build safe classrooms and schools

Engage: Students are greeted at the door with a handshake, eye contact and a sincere welcome.

X-plore: Teachers listen and attend to the personal, emotional, and academic needs of our students.

Communicate: Teachers communicate care as well as content.

Empower: Teachers empower students to gain the ability to "use and do" the things they have been taught.

Launch: Deals with how we "end and send" our students into the world. The purpose is to start our students on a course of action by ending our classes on a powerful note.

The Social Contract:

Each classroom has a social contract that will be displayed. Teacher and students worked together to develop these classroom norms. Use the social contract to your advantage.

- Redirect behaviors that violate the social contract
- Reinforce behaviors that promote the social contract

Redirecting Student Behaviors

These are questions that we ask each other to help stay true to the social contract.

1. What are you doing?
2. What are you suppose to be doing?
3. Are you doing that?
4. What are you going to do about that?

Checks and Fouls:

When a student is not following the social contract, other students will "check" that student. This is a silent reminder of a thumbs up to remind the student that they need to change their behavior.

When a student is being unkind, other students will "foul" that student. The student is then asked to give "put ups" for the "put down" they gave.

Good Things:

At the beginning of classes, teachers will start with "good things", in which students share something good that is going on with them. This creates an environment of positivity and helps build relationships.

Other Tips:

Guideline One: Be Prepared

Four ways to be prepared:

- Arrive early
- Obtain needed administrative information
- Scout the classroom
- Locate needed teaching materials

Guideline Two: Take Charge of the Classroom

Three ways to take charge:

- Start the class decisively
- Take roll efficiently
- Give directions concisely

Guideline Three: Clarify Expectations Regarding Student Conduct

Four ways to clarify expectations:

- Use a classroom discipline plan
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

Guideline Four: Communicate the Significance of Learning

Four ways to communicate the significance of learning:

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class

Fire and Disaster Drills

It is important that you acquaint yourself with MISD's fire and disaster drill procedures.

Maps – each classroom is to have a map posted beside each classroom door. Please refer to each map for classroom exits and locations.

Hazardous Chemicals/ Flammable Materials/ Biological Spills

When dealing with hazardous/ flammable materials or chemical spills, the substitute should contact the front office to contact a custodian to do cleanups and disposal; the substitute should not attempt to do this.

When an occurrence of a biological spill takes place, the substitute should notify the front office for a custodian for immediate clean up. Custodians are trained to use the proper materials to clean and sterilize areas.

Items Requiring School Approval

- A. Pupils are not excused to leave school under any circumstances without office permission
- B. No written communications should be sent to parents without permission from the principal
- C. Accidents involving any of the students under supervision must be reported to the office immediately
- D. Any student appearing to be ill should be sent to the clinic immediately. It is advised to ask another student to accompany the one who is ill. Campuses have a clinic pass to be carried by the student to the clinic.
- E. Under no circumstances should a substitute teacher administer medicine internally or externally to a student.
- F. Students may not be kept after hours without permission from the principal's office.

Reporting for Duty

Substitute teachers are expected to sign in on the sub roster when they arrive at school in the morning and sign out upon leaving for the day.

Substitute teachers should always report to the front office when they arrive so he/she will know a substitute is present.

Teacher Records

Keep careful records for the regular teacher of the following items:

1. Information on lost money or articles, with student's name.
2. Information of found money or articles, with finder's name.
3. Information on articles taken from students for safekeeping, with owner's name.

Working Hours

Substitute teachers are expected to work the same hours as the regular teacher for whom they are substituting. The workday for teachers varies from elementary to secondary. The following schedule should be observed:

Elementary	Arrive: 7:15am	Leave: 3:15 pm
Middle School	Arrive: 8:15 am	Leave: 4:15pm
High School	Arrive: 8:15am	Leave: 4:15 pm

Frontline/AESOP

The calling of substitute teachers is done by a service called Frontline/AESOP, Frontline/AESOP will automatically call you via telephone when a school has an absence that needs to be filled, and then notify the school when you have accepted an assignment. The administrative office has elected the following hours as standard call times when the AESOP service will automatically call you:

6:00 am to 9:30 am

6:00 pm to 9:30 pm

SECTION III: Instructions for the Substitute Teacher

1. Upon arrival at the school, the substitute teacher should:
 - a. Report to the front office and sign in on the "Substitute Sign-In Sheet."
 - b. Secure instructions.
2. After reaching the classroom, the substitute should:
 - a. Check room condition.
 - b. Locate the daily class schedule and seating chart.
 - c. Check the regular teacher's lesson plan. These plans should be followed unless instructed otherwise.
 - d. Introduce himself/ herself to the class and then write his/ her name on the board
within view of all students.
3. All discipline cases, which cannot be handled in the room without loss of room morale or undue loss of teaching time, should be referred to the principal or assistant principal. Under no circumstances should the substitute teacher administer corporal punishment to students under his/her supervision.

4. The class roll should be checked after each class break to be sure that all students are present. In case of absences, report them to the attendance clerk or front office immediately.
5. The regular teacher's plan on all workbook and notebook assignments should guide the substitute teacher in his/ her work.
6. The substitute teacher should not receive money from children unless specifically instructed to do so by the principal. If money is collected by the substitute, it should never be left in the classroom. Deposit it as soon as possible with the office personnel. The substitute teacher should not loan lunch money to students. Pupils are aware of their principal's procedure for assisting with this need and borrowing from the substitute is not a part of the procedure. If you have need to take up an item of value from any student, you are responsible for that article until it is returned to the student or until it is given to the office staff, building principal or assistant principal.
7. Homework should be assigned only if the regular teacher requests it as part of the lesson.
8. Attendance records should be kept according to the instructions given by the teacher.
9. A short summary of what has been done during the regular teacher's absence should be prepared.
10. New textbooks, workbooks, library books or devices should be issued only by the regular teacher unless otherwise requested to do so by the principal.
11. Only the regular teacher should withdraw a student. If the student is moving, the office staff should handle the withdrawal in the absence of the regular teacher.
12. Before leaving the building at the end of the day, the substitute teacher should:
 - a. Follow good housekeeping procedures.
 - b. Place all materials in the proper places.
 - c. Stay in the room until all pupils have gone.
 - d. Complete the "Substitute Teacher Feedback Form" and return it to the office staff that is responsible for substitute teachers.
 - e. Check with the front office before officially leaving the building.
13. Oftentimes, the teacher nearby will be glad to assist you in any way possible. Please call upon them if you have a need.

Section IV: Evaluation

At MISD, each Principal runs his/her campus. Any misconduct he/she feels needs to be reported, will be done to the personnel office. A substitutes' work is evaluated on, but not limited to the following:

- Professional ethics
- Willingness to teach when needed
- Promptness in getting to an assignment
- Maintaining a good learning environment for students
- General teaching results
- Maintaining appropriate discipline in the classroom

Section V: Information for Nurse Substitutes

1. **Accepting nurse sub positions:** Nurses will reach out via phone/email individually to ask for shift coverage. They try to do it in advance most often. After you accept the shift, the nurse will enter the absence into Aesop, where you can accept it online.
2. **Overview of the nurse's role in the clinic:** Manage daily medications, procedures, and student/staff visits within the nurse's clinic. Be available to direct emergency care measures when needed for any student/staff/visitor on campus. Chart student visits, procedures to include, but not limited to, students with diabetes, seizures, anaphylaxis, cerebral palsy, spina bifida, tracheostomies, nurse clinic.
3. **What to expect in a shift:** Each nurses clinic will have a sub folder available with more detailed information to include: AED location, paper charting forms for clinic, daily and prn medications, and scheduled daily procedures, who the clinic's assisting Unlicensed Diabetic Care Assistants are. District lead nurse will go over health condition procedures, health related paperwork, and policies with you in further detail.

MISD Lead Nurse Contact Information:

Wendy Hein
Email: wendy.hein@misd.gs
Phone: 469-856-5013

Section VI: Information for Jenkins Substitutes

For those substitutes that are interested in substituting at Laura Jenkins Early Learning Academy, please note the following information:

1. **Hours of Operation:** Monday - Friday from 6:45am - 5:00pm (8 hour shifts)
 - a. Substitutes will be contacted by the employee and will be informed of the work hours.
2. **Required Training (*provided onsite at Jenkins*):**
 - o CPR First Aid Certified (must include pediatric)
3. **Additional Background Checks**
 - o Background Check (with Jenkins/additional to district background)
 - o FBI Fingerprinting (additional to district Fingerprinting)

Section VII: Substitute Messaging

MISD uses a free messaging system, Remind, to notify substitutes of long-term job opportunities and other important information. Please follow the instructions below to join our class.

Using your phone, text the class code **@77626f8** to 81010. For example, if you wanted to join a class with the class code @math, you would text @math to 81010.

1. If you are a new user, follow the prompts.
 - a. Enter your full name, and T for teacher.
 - b. You will then get a confirmation text in a separate thread. You can save that phone number for the class.

Midlothian ISD Campus Leadership

Campus	Administration
Midlothian High School 923 S. Ninth St 469-856-5100	Principal: Dr. Amanda Rogers Associate Principal: Chris Cravey Associate Principal: Catherine Dearing Assistant Principal: Brett Ratzlaff Assistant Principal: Christopher Foster Assistant Principal: Jennifer Yeaney
Heritage High School 4000 FM 1387 469-856-5400	Principal: Ketura Madison Associate Principal: Amanda Brown Associate Principal: Jimmy Spradley Assistant Principal: Kecia Wright Assistant Principal: Jeremy Dearborn
The MILE/DAEP/LEAP 711 West Ave. I 469-856-5900	Administrator: Dr. Shannon Blake
Dieterich Middle School 2881 Ledgestone Ln. 469-856-5800	Principal: Cassandra Ricks Assistant Principal: Sherise Webster Assistant Principal: Michele Hamilton
Frank Seale Middle School 700 George Hopper 469-856-5600	Principal: Alanna Lewallen Assistant Principal: Megan Pearson Assistant Principal: Cesar Quintero
Walnut Grove Middle School 990 N. Walnut Grove 469-856-5700	Principal: Carly Woolery Assistant Principal: M'Kale Kennedy Assistant Principal: David Fontenot
JA Vitovsky Elementary 333 Church St. 469-856-6400	Principal: Napoleon Levia Assistant Principal: Amber Hollins-Johnson
J.R. Irvin Elementary 500 5 th St. 469-856-6000	Principal: Jennifer Leonard Assistant Principal: Christy Shelton
LaRue Miller Elementary 2800 Sudith Ln 469-856-6500	Principal: Katie Bergvall Assistant Principal: Candace Burke
Longbranch Elementary 6631 FM 1387 469-856-6200	Principal: Hollye Walker Assistant Principal: Jonathon Pollard
Mt. Peak Elementary 5201 FM 663 469-856-6300	Principal: Adam Henke Assistant Principal: Tiffany Peterman
T.E. Baxter Elementary 1050 Park Place 469-856-6100	Principal: Trina Silmon Assistant Principal: Kristen Shelton
McClatchey Elementary 6631 Shiloh 469-856-6600	Principal: Alisha Cunningham Assistant Principal: Bradley Pennington
Jean Coleman Elementary 700 Hawkins Run 469-856-5038	Principal: Kara Wendel Assistant Principal: Suzanne Wyatt
MISD Child Care 315 East Ave E 469-856-5950	Coordinator: Nickie Rose