



Donna Independent School District

Human Resource Substitute Teacher Orientation



Donna ISD Vision and Mission Statement



Vision

"All Donna ISD student are empowered with academic and life skills to boldly lead and achieve personal success in a global society."



Mission

The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

Number One Student Outcome

To graduate all students per their expected graduation date, ready for college, career, or military.



DONNA INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES





LSG GOALS



Vision: All Donna ISD students are empowered with academic and life skills to boldly lead and achieve personal success in a global society."

Mission: The mission of Donna I.S.D. is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

Motto: Aspire to Be, Aspire to Lead, Aspire to Succeed

1. Percentage of 3rd grade students that meet or exceed grade level proficiency on STAAR Math will increase from 5% to 55% by August 2026 (Baseline measure STAAR 2021).
2. Percentage of 3rd grade students that meet or exceed grade level proficiency on STAAR Reading will increase from 9% to 47% by 2026 (Baseline measure STAAR 2021).
3. Percentage of graduates demonstrating college/career/military preparedness will increase from 61% to 79% (88%) by 2026 (Baseline measure 2021 Accountability Report).



DONNA ISD'S STRATEGIC PLAN

DISD GRADUATES ALL STUDENTS READY FOR COLLEGE, CAREER, OR THE MILITARY

MISSION

The mission of Donna ISD is to provide a rigorous and supportive learning environment with meaningful and relevant learning experiences that inspire creativity, character development, and critical thinking that ensures educational excellence for all students.

VISION

The vision of Donna ISD is to be a bold district at the forefront of educating all students to be passionate, motivated leaders who will be a powerful force for positive change in our community, state and nation.



ALL DONNA ISD GRADUATES...



District Goals



- every child has the right to learn and deserves a passionate teacher in an engaging environment.
- our schools are the responsibility of our community.
- everyone thrives in a positive school culture that values respect, trust, diversity, and dignity.
- establishing positive student, faculty, and parent relationships is key to student academic success.
- all students deserve a quality and well-rounded education.

The Donna Independent School District (DISD) will not discriminate against any employee or applicant for employment because of sex, age, religion, race, color, marital status, veteran or military status, the presence of a medical condition, disability or any other legally protected status or any other basis prohibited by law.

Employment decisions will be made on the basis of each applicant's qualification, experiences, and abilities.

Employee with questions or concerns relating to discrimination on a basis listed above may notify:

**Lydia Lugo, Director for Human Resources
904 Hester Avenue,
Donna, Tx. 78537
Phone number: (956) 464-1600**





DISD SUBSTITUTE TRAINING MANUAL

The purpose of this substitute training manual is to provide information and guidance that will guide you to be a successful substitute teacher. We are depending on our substitute teachers to support our academic vision of success for our DISD students.

If you have questions or need additional guidance, contact the Human Resources Department @ 956-464-1606.

2024 - 2025 Substitute Teacher Rates

Substitute Teacher Non-Degreed	\$105
Substitute Teacher Non-Degreed after 30 days of continuous substitute for same classroom	\$115
Substitute Teacher Degreed	\$135
Substitute Teacher Degreed after 30 days of continuous substitute for same classroom	\$150
Substitute Teacher Degreed & Certified	\$180
Substitute Teacher Degreed & Certified after 30 days of continuous substitute for same classroom	\$195
Counselor Substitute (long term coverage)	Minimum base counselor daily rate at campus level
Prin./Asst. Prin./CS Substitute (long term coverage)	Minimum base asst. prin/cs daily at campus level

*Campus Secretary and substitute teacher are responsible for monitoring consecutive days.

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Substitute Teacher Expectations

Do's

- Actively monitor the students at all times
- Be Direct with students and maintain control of the class at all times.
- Only allow one student at a time to leave the classroom.
- Enforce the classroom rules and instructions left by the teacher.
- Monitor the hallway during passing periods to ensure that students arrive promptly to their next class.
- Do praise the students for a positive effort and behavior.
- Treat all students with Dignity and Respect.
- Follow the student code of conduct
- Follow Lesson Plan and teacher instructions.

Don'ts

- Don't get distracted
- Don't ask the students to direct the class
- Do not allow several students to leave the classroom at the same time.
- Do not allow students to deviate you from the lesson.
- Do not allow students to congregate around the teacher desk.
- Do not allow students to convince you to leave early.
- Do not sit behind the teacher's desk.

Campus Procedures

- **Cafeteria Procedures:** You will follow the same lunch period as your students. At the Elementary level please ensure that you walk students to the cafeteria and escort them back to class. Students should walk in the hallways in an orderly fashion. Make sure you know the bell schedule and you keep a copy of it handy.
- **Food and Beverages:** Food and Drinks should only be consumed in the Teacher's lounge, not in the hallways or the classroom.
- **Morning Procedures:** Students will not be allowed to enter the classroom early or unaccompanied. Ensure that breakfast is distributed to each student and accounted for the breakfast count. Remember to take attendance.
- **Proactive:** You must actively monitor students and take an active role in their learning, sitting behind the desk is not acceptable.
- **Student Passes:** Please do not send a student ANYWHERE without a pass.
- **Electronic Devices:** do not allow students to use electronic devices during instructional time unless directed by teacher.
- **Valuables:** Do not leave your valuables in the classroom at any time.
- **Movies/videos:** Are not allowed unless it is part of the lesson plan and embedded in the students instruction.
- **Visitors:** All visitors need to obtain a pass from the front office, please notify a guard if you notice suspicious activity.
- **School Nurse:** When a student is feeling ill or is injured please provide a pass to the student and allow them to see the nurse. Never give medication to any student.

Drug Free Workplace District Policy, DH(Local)

- The District prohibits the unlawful manufacture, distribution, possession, or use of controlled substances, illegal drugs, inhalants and alcohol in the workplace.
- Employees who violate this prohibition shall be subject to disciplinary sanctions.



Sexual Harassment

What is Sexual Harassment?

- Behavior characterized by the making of unwelcome and inappropriate sexual remarks or comments in the workplace.

What is Quid Pro Quo?

- This occurs when an individual in a position of authority offers a subordinate a benefit in exchange for a sexual favor.

What is a Hostile Environment?

- A hostile environment is created when unwelcome advances, requests, or conduct have the effect of interfering with the performance of duties.



David's Law



- During the 85th Texas Legislature, SB 179 - "David's Law" was passed and signed into law effective September 1, 2017.
- Law named after 16 year old David Molak, high school student from San Antonio who took his life after being harassed online.
- This law requires school districts to include cyberbullying policies and notify a child's parents if he or she is a victim of bullying.

<https://www.youtube.com/watch?v=Xj6KODDKOz8>

Mental Awareness

What Is Mental Health?

- Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices.
- Mental health is important at every stage of life, from childhood and adolescence through adulthood.



Dress Code

- Professionals and paraprofessional staff are expected to exhibit good taste and professional judgement in the selection of school apparel.
- Staff shall dress neatly and more formally than students.

*All decisions will be at the campus Administrators discretion.



COMPLAINTS



- If you have a concern or complaint, you are directed to address the issue with a campus administrator (lowest level). If your complaint cannot be resolved, you may follow the formal complaint process known as a Grievance.

Employee Conduct and Welfare

- All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:
- Recognize and Respect the community
- Maintain confidentiality
- Report to work to assigned schedule.
- Notify your campus if you are unable to attend or are running late.
- Express any concerns through appropriate channels.
- Report injuries or unsafe conditions to a supervisor.



REPORT CHILD ABUSE

- Child abuse includes physical, sexual, emotional and medical abuse, as well as neglect,
- **Report-It's an Obligation-48 hours to report Texas Abuse Hotline at [1-800-252-5400](tel:1-800-252-5400).**
- Child Abuse warrants a Class A misdemeanor, punishable by a fine not to exceed \$4,000, confinement in jail for a term not to exceed 1 year, or both.

VIOLATIONS/OFFENSES

- At-will employees may be dismissed at any time for any reason.
- At-will employees who are dismissed shall receive pay through the end of the last day worked.
- Last and final check will be mailed out.
- If an offense is serious in nature-employee will be investigated by law enforcement and possible criminal charges may be encumbered.
- Will not be allowed to apply with Donna ISD.



Daily Substitute Procedures

- **Substitute will pick up vacancy.
(via web browser or App.)**
- **Report to the campus on time/to receive daily instructions.
(Bell schedule is not reporting time)**
- **Be familiar with each campus procedures guidelines**
- **Be familiar with Safety codes**
- **Ensure you have a parking permit if applicable (highschools)**
- **Check out at front office and sign out at the end of day.**
- **You do not dismiss yourself, make sure you have completed your total assignment hours.**
- **If you do not have duty report to Admin/Secretary for further instructions.**

Instructional Bell Schedule

Elementary 8:00 - 3:40

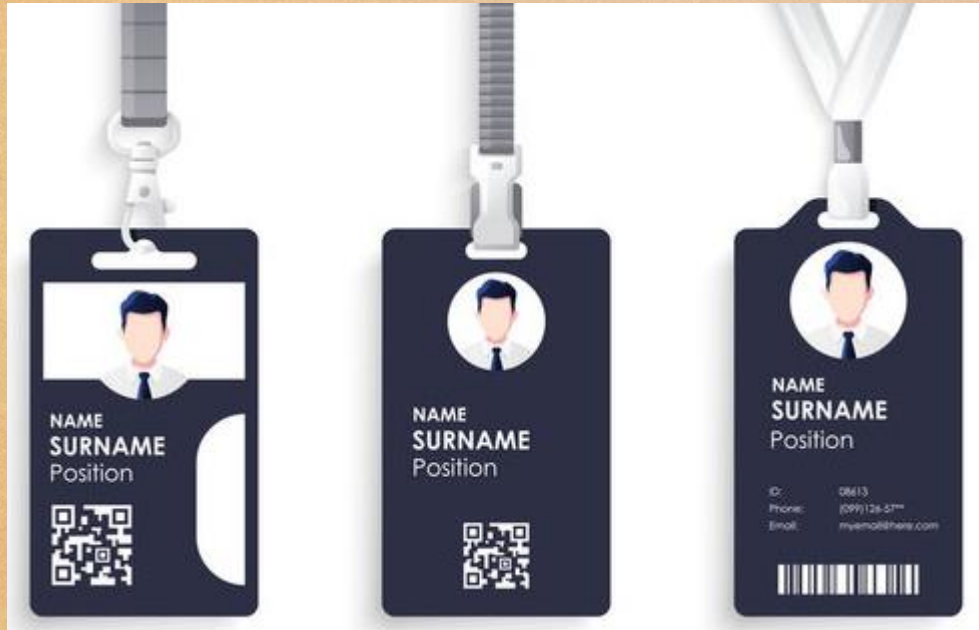
Middle School 7:45 - 3:15

High School 8:00 - 4:10

- Work times will vary from campus to campus and assignment.
- This is not the time your report to campus, you will need to make time to sign in, make sure classroom is open and ready to start when the bell rings.



ID BADGE



- All employees are required to wear ID Badge at all times. Must be visible.
- If you lose your badge you will need to report to Central office reception area and Pay \$5.00 fee to receive a new one.
- If you do not have a badge you will not be allowed to work.
- If you decide not to substitute you will be required to turn in your ID Badge to Human Resources office.

THANK YOU

If you have any questions, please raise your hand.

