

Godley ISD Substitute Handbook

District Objective

Maintain quality instruction and education continuity for our student in the absence of their regular teacher.

District Expectations

In the absence of the regular teacher, a substitute will maintain a classroom environment that is conducive to learning, follow the classroom teacher's lesson plans and provide feedback to the absent teacher. **Notify a building administrator if any concerns arise.**

District and Building Responsibilities

To assist the substitute teacher, the district personnel and building employees will:

- Notify the substitutes of absence as soon as possible, through Frontline / AESOP, or verbal communications
- Provide a warm, friendly welcome
- Answer questions
- Provide a District Substitute Handbook that gives general information regarding expectations, responsibilities, compensation and procedures
- Provide building information, such as bell schedule, discipline procedures, assigned duties, emergency procedures, etc.
- Provide teacher lesson plans, including instructional activities and objectives, seating charts, emergency information, duty responsibilities, behavioral information (if necessary)

Substitute Employment

Before a substitute will be given an assignment:

- A district Substitute online application must be submitted
- Interview with Human Resources
- Fingerprinting
- Valid driver's license and social security card
- Employment Eligibility Verification (Form I-9) and documents which establish identity and employment eligibility must be completed
- A W-4 and Criminal History Check
- Register in the AESOP system

Frontline/AESOP

- Frontline is our automated calling system for substitutes (frontlineeducation.com)
- Training and instructions are provided for use of the Frontline system
- You will have the choice of using it by phone or by your personal computer at home

Substitute Responsibilities

It is the responsibility of the Substitute to read the district handbook and check on campus specific guidelines.

- Wear your Substitute badge, or method of identification provided by the campus office, at all times on campus
- Keep your commitment once it has been confirmed. *Dropping or changing assignments may result in removal from the campus or district substitute list.*
- Arrive to work 20 minutes early and stay until the end of the scheduled work day
- Demonstrate appropriate professional standards by dressing for success (No flip flops)
- Ask questions if plans or other information are not clear
- Follow the teacher's written lesson plans unless you have received the prior permission of the building principal
- Assume all duties of the teacher, including hall, recess, and cafeteria
- Ask for assistance of a building administrator, if needed, in order to maintain a positive learning environment
- Be knowledgeable of discipline procedures of each campus and adhere to those procedures
- Hold students to high standards of behavior and accomplishment
- Demonstrate high professional and ethical standards. Do not discuss student behavior or information with anyone
- Provide feedback, in the form of a written note, to the teacher regarding student learning and student behavior

Substitute Guidelines

- **Arrive** early enough to review lesson plans, classroom rules, and procedures for attendance, lunch counts, and handling discipline (At least 20 minutes prior to first bell)
- **Start** the day promptly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that you are aware of the classroom rules and expectations and will be following the teacher's lessons. Assure students that you will try to follow the regular schedule and routines and that the teacher has asked you to provide feedback to him/her about student behavior. Some students have difficulty with change and may need those assurances early in the class.

- **Scan** the seating chart and identify 2 or 3 students as anchors for name association. In an elementary school have the students write their names on a piece of paper to lie on their desk. It is important to call each student by their name.
- **Carry** out lesson plans according to the teacher's directions.
- **Follow** the routines of the class as much as possible, but do not be afraid to use your own innovations when they fit in.
- **Be firm, but respectful.** Provide positive reinforcement when students are doing what you have asked. Building positive relationships is important.
- **When** corrections are necessary, deal with individual student, not the group. Be sure you have all of the facts before acting. Talk with students individually whenever possible.
- **Don't** use ultimatums. Give students choices (Example: "You may join the group for the activity if you can keep your hands to yourself or you can sit in your chair while the class participates.")
- **Confidentiality** is of utmost importance. Student information is protected under law. Do not discuss or disclose any information regarding our students to anyone other than the campus principal. **It is never appropriate for a substitute to post images of students online. Be very cautious about disclosing information about the campus, teachers, students, or how your day went on social media or through conversations with others.**
- **Close** windows, turn off all lights, and lock doors when leaving for lunch or at the end of the day.

Compensation Non Certified Teacher Sub \$90 Certified Teacher Sub \$100

This pay is for an 8 hour day. A substitute who has been requested to work half-day will be paid at half the posted rate.

When a substitute teacher accepts a longterm assignment of 15 days or more, pay will be \$120 dollars a day for a certified teacher. That pay will start at the first day of assignment and will continue until the end of that assignment. Any longterm substitute for any paraprofessional assignment will be paid at \$100 per day.

A substitute who is called to an assignment in error will be paid for a minimum of one-half day. He or she, however, may be asked to remain at that school, may be assigned elsewhere, or may be dismissed for the remainder of the day. **Every effort will be made by the campus to honor the assignment that the substitute committed to. However, depending upon the circumstances, it may be necessary**

to shift substitute assignments to cover all classes on that campus that need a substitute. Substitutes may also be asked to cover another class during the scheduled conference period of their original assignment.

Payroll Schedule

Substitutes are paid on the 20th of each month. If the 20th falls on a weekend, payday is the Friday before. The pay period is the 1st through the last day of the month and you are paid on the 20th of the **following** month. For example, all days worked in August will be paid September 20th. All payments are made with direct deposit to your bank account.

Campus

R B Godley Elementary
604 N. Pearson, Godley

Jaclyn Trussell, Principal
Jennifer Jenkins, Assistant Principal
Jennifer Christopher, Receptionist

Legacy Elementary
309 N. Pearson, Godley

Tom Frazier, Principal
Vicki Rhoades, Assistant Principal
Alisha Bailey, Receptionist

Pleasant View Elementary
7800 Silo Mills, Joshua

Tracey Green, Principal
Jennifer Gaston, Assistant Principal
Rebecca Johnson, Receptionist

Godley 6th Grade Campus/
LINKS/ DAEP
409 N. Pearson, Godley

Jamie Duckett, Principal
Michelle Sveum, Associate Principal
Laura Dolan, Receptionist

Godley Middle
9401 N. HWY 171, Godley

Stephanie Wynne, Principal
Erin Devillier, Assistant Principal
Jennifer Miller, Receptionist

Godley High School
9501 N. HWY 171, Godley

Kurtis Flood, Principal
Letitia McCasland, Associate Principal
Evan Johnson, Assistant Principal
Kristin Armstrong, Assistant Principal
Vanessa Garcia, Receptionist

Campus/Grades	Campus Bell Schedule	Check-In / Dismissal Time
R.B Godley Elementary (PK-5)	7:45-3:35	7:30-4:00
Legacy Elementary (K-5)	7:45-3:35	7:30-4:00
Pleasant View Elementary (PK-5)	7:45-3:35	7:30-4:00
Godley 6th Grade Campus (6)	7:45-3:38	7:30-4:00
LINKS (9-12)	7:45-12:15 (half day) 7:55-3:25 (full day)	7:15-12:15
DAEP (6-12)	7:10-2:30	7:00-3:00
Godley Middle (7-8)	7:50-3:48	7:30-4:00
Godley High (9-12)	7:50-3:48	7:30-4:00

Acknowledgement

I hereby acknowledge receipt of my personal copy of the Godley ISD Substitute Handbook and that I have read and understand the standards, policies and procedures outlined in the handbook for Godley ISD substitute employees. I also understand that deviation from the above policies and procedures could possibly result in not receiving another substitute assignment.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

Substitute Signature

Date

(Please return a signed copy to the GISD Human Resources office)