2025-2026
Substitute Handbook

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London ISD

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Human Resources

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Mission Statement

In partnership with families, students, and staff, our London ISD Pirate community provides a challenging and caring learning environment. We foster the development of the whole child by building character and self-confidence Our curriculum provides compelling learning experiences to inspire our students to contribute, lead, and impact their world.

Vision

London ISD is an innovative community, engaging students to contribute, lead, and impact their world.

WELCOME

London ISD is excited to welcome you as a Substitute Teacher for the 2025-2026 school year! The District recognizes the importance of your work as a substitute teacher to the total instructional program in our schools. The variety of assignments and jobs that you will be asked to perform will be numerous and challenging. Your role in working with the many students attending our schools will be extremely important and appreciated. The administrative staff is willing and prepared to assist you in every way possible to make substituting a wonderful experience for both you and the students.

This handbook is to be used as a guideline. It is not intended to be all-inclusive. Policies and procedures are subject to change. Additional information will be disseminated as needed. It is your responsibility to read, understand, and implement the policies, ideas, and suggestions given in this handbook and other supplemental material provided to you.

Reference made to District policies in this substitute handbook consists of summaries or partial excerpts from the complete Board Policy Manual that are the authoritative reference. Any policy changes adopted during the life of this handbook will take precedence over any conflicting statement in this handbook. A complete copy of the London ISD Board Policies can be found on the London ISD website at www.londonisd.net. Statements in this handbook are not intended to imply any contract or contractual rights. The Human Resource Department has sole authority to modify the contents of this handbook.

Your experiences as a substitute can be rewarding, yet hard work, and we trust that they will be fulfilling to you and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure that the educational process of our students is not interrupted when the regular teacher is absent. Thank you for your willingness to be a part of the Pirate team!

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London ISD policies and procedures are outlined in this online handbook, Board Policy Manual, and other District guidelines. Please understand the above dates are non-paid, non- working days and that early dismissal days may not be full days.

DISTRICT CALENDAR

SUBSTITUTE SELECTION AND PLACEMENT PROCEDURE

INTRODUCTION

The Substitute Office is under the direction of the Human Resources Department. The HR Specialist can be reached from 8:00 am to 4:00 pm each day at jlemos@londonisd.net or by telephone (361)855-0092 x 1148.

London ISD considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and ability.

Persons wishing to substitute teach in the London Independent School District (London ISD or the District), shall submit an online application through the Human Resources office at www.londonisd.net. Provided your qualifications meet our standards for employment and the needs of the District and you successfully complete the initial substitute training, your name will be placed on the substitute roster.

Approved substitutes shall have the following documents on file:

- Completed substitute application
- Substitute Teacher Fact Sheet
- Criminal History Form
- Fingerprint Fact Sheet
- Completed IRS Tax Form W-4
- Completed Employment Eligibility Verification (form I-9) with copies of SS Card, Driver's License, or other acceptable forms of Identification
- Substitute Eligibility for Health Insurance Form
- LSW FICA Alternative Plan Enrollment Form
- SSA 1945 Form (Statement for job not covered by Social Security)
- TEA Ethnicity and Race Data Questionnaire
- College Transcript (If applying as degreed)
- Teacher Certification (If applying as certified)
- Direct Deposit Form
- Signed Letter of Reasonable Assurance

SELECTION PROCESS

The position of Substitute Teacher in the London Independent School District is a non-contract, part-time, as-needed position. The district cannot guarantee a definite assignment or an exact number of assignments to substitutes as they have no set hours of work. It is difficult to give substitutes any estimate of how often they will be called. It will depend a great deal on factors such as the substitute's preparation and qualifications compared to the district's daily need, general overall needs of the district, time of year, and success of each substitute when assigned. London Independent School District will attempt to employ the most qualified substitute teachers available.

CERTIFICATION

- Texas Education Agency guidelines require that schools use the most qualified persons available each day substitutes are required.
- Certified teachers, college graduates, substitutes with some college hours and a high school diploma will be the order of priority as mentioned above.

CERTIFICATION STATUS

A valid teaching certificate/license is required to be recognized as a certified substitute teacher.

REQUIREMENTS FOR SUBSTITUTE PLACEMENT

Teaching Positions: (Preferred) teacher certification, a bachelor's degree, or sixty (60) college credit hours earned at a university that is accredited by a TEA recognized regional accrediting agency.
Registered Nurses (RN): valid state RN license.
Licensed Vocational Nurse (LVN): valid state LVN license.
Teacher's Aide/Paraprofessional: high school diploma or GED
Degrees earned outside of the United States of America must be interpreted through an accredited agency and be comparable to at least a bachelor's degree in the United States of America. Out of country diplomas require interpretation also.

INFORMATION FOR RETIRED SUBSTITUTES

TRS changes its regulations from time to time. To that end, you must rely on your own investigation and understanding of the TRS rules and regulations regarding your employment after retirement. Retired substitutes should not rely on any statements made by the District regarding the effects of District employment on the retiree's TRS benefits.
Retirees should carefully monitor the type of position for which they are working. Working in a vacant position for as little as a half day a month can affect your annuity. **It is in your and the district's best interest that you do not accept a vacant position**. It is a retirees' responsibility to contact TRS with any specific questions at 1-800-223-8778.

QUALIFICATIONS

The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma. London ISD maintains a high standard for oral and written communication proficiencies. English is the language used in the delivery of instruction and all substitutes, like teachers, are held to this high standard.

GENERAL INSTRUCTIONS

Keep your file in Human Resources up to date. Report any changes in certification and qualifications as well as changes in address, telephone number, or income tax withholding statement. If it becomes necessary for you to withdraw from substituting, please notify the Human Resources Office in writing, and your name will be removed from the substitute list.

THE ROLE OF THE SUBSTITUTE

The role of the Substitute is to temporarily replace a regularly assigned teacher, registered nurse, or paraprofessional/clerk/secretary. It is the intent and philosophy of London ISD to create and maintain excellence in the students' learning environment while providing supervision in the safest possible environment.

CODE OF ETHICS FOR SUBSTITUTES

Substitutes have the same responsibility as contract staff members to conduct themselves in an ethical manner in all things pertaining to school operation.

- Criticism of pupils, school personnel, and school policies should be made only to the principal of that building or Human Resources.
- Treat all information about pupils and parents as confidential.
- All interaction with students and staff must be ethical and professional.

SCHOOL BADGE

Substitutes of London ISD are identified by wearing a substitute identification badge. You are required to wear the badge each time you substitute. The badge is checked-out and returned to the front office daily.

MEAL CHARGE POLICY

To open a meal account: You will need to email the Child Nutrition Director or Cashier to open an account. They will need your name, address, phone number, birth date, and which campus you work at. If you have any questions about your account, please feel free to email the Child Nutrition Director, Roxanne Bright at rbright@londonisd.net. Please note the Texas Department of Agriculture determines the cost of adult meals.
Meal Charge Policy: No charging allowed. All accounts are prepaid.
Lunch Money Now: Pay meal accounts online – www.londonisd.net. Go to Departments, Helpful Links, Lunch Money Now. Funds must be posted in the account before purchases will be allowed. Email alerts can be set up to notify of low account balances when an account is created.
Pay by check is available using the locked payment boxes in each of the offices and cafeterias. Allow one to two business days for payment to be applied to your account.
Payment is not accepted on the serving line.

REQUIREMENT TO REMAINING ON THE ACTIVE SUB LIST

In order to remain an active substitute, you must work at least 1 assignment every 6 weeks.

RETURNING SUBSTITUTE PROCESS

Returning substitutes shall renew their status by completing required paperwork and properly submitting it to the Human Resources department. Dates and times during which this paperwork should be completed will be conveyed to all active substitutes via email to their email address on file. The district must assume that the

substitutes who fail to participate in this process by the deadline provided no longer wish to continue their employment as a substitute; therefore, the status of these substitutes will be changed to "inactive." Once a substitute's status has been changed to inactive, it becomes necessary that the individual successfully complete a new application, and substitute training to regain "active" status.

SUBSTITUTES AND HEALTHCARE COVERAGE

As a substitute, you may elect to receive medical benefits coverage with London ISD.

If you select medical coverage, you are responsible for maintaining an active substitute status and paying your monthly premiums. Please keep in mind that the following will result in termination of coverage:

- Working less than 80 hours per month. Please note: A half day assignment will only constitute a half day worked.
- Failing to pay your monthly premium, due to an insufficient amount on your paycheck will result in coverage termination. It is your responsibility to ensure payment by the 10th of each month. Keep in mind that during the month of July, you will not receive a paycheck, so it will be your responsibility to ensure your premium is paid. See Lori Gutierrez (Payroll Specialist)

EMPLOYEE STANDARDS OF CONDUCT (BOARD POLICY DH AND DHC) (LEGAL AND LOCAL)

A complete copy may be found on the district's web site at www.londonisd.net and includes but is not limited to:

- Personnel-Student Relations: All District personnel shall recognize and respect the rights of students as established by local state, and federal law. Tinker v. Des Moines ISD, 89 S. Ct. 733 (1969)
- Hazing: District employees are subject to the provision of policy FNCC regarding hazing. Education Code 37.152(a)
- Tobacco Use Prohibited: The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.
- Sexual Harassment: Sexual Harassment of students includes such activities as engaging in sexually oriented conversations for the purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. Franklin v. Gwinnett County Public School, 112 S.Ct. 1028 (1992) [See also DHC(LOCAL)]
- Dress and Grooming: The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.
- Violations: Employees shall comply with the standards of conduct set out in this Policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

CAMPUS SAFETY PROCEDURES

- Inquire as to safety procedures specific to the classroom you will be in (i.e. locking classroom doors, location of emergency procedures, student cell phone usage, etc.).

- Upon arrival at the classroom, review fire exit map, taking note of route as noted on the map.
- If the emergency information and fire exit map are not apparent, contact the office to secure either.
- All students are released from the classroom during the day only through campus office protocol. Therefore, redirect any "unbadged" person to the office to follow mandated procedures.
- Exterior doors are to remain closed. To prevent intruders, DO NOT prop open doors.
- All visitors must be redirected to the main entrance.
- Questions regarding campus safety issues can be addressed by the campus principal or by the Director of Operations.

SUBSTITUTE TEACHER PAY

Substitute Teacher Pay shall be paid according to the substitute rate schedule approved by the Board of Trustees:

Non-Certified Substitutes Daily Rate: $85.00
Certified Substitutes Daily Rate: $110.00
Long-Term Non-Certified Substitutes Daily Rate: $120.00
Certified Long-Term Substitutes Daily Rate: $150.00

Long term assignments are substitute assignments that are longer than 10 consecutive days. Substitute employees are paid for 8 hours per day and are classified as non-exempt employees for the purposes of overtime compensation. Substitute teachers who are required to be on duty for more than 4 hours will be paid for the full day. Substitute teachers who are required to be on duty 4 hours or less per day will be paid for one-half day. Service as a certified substitute teacher is not eligible for membership in TRS, but working as a substitute for a minimum of 90 days in a school year may be purchased as service credit if verified within the required deadline. Additional information can be found on the TRS website.

NOTE TO NURSES: Registered Nurses will be paid at a rate of $110.00 per day to substitute as a nurse. Nurses who elect to substitute as a teacher or in other areas will be paid accordingly. LVNs - will be paid at a rate of $85.00 per day.

NOTE TO TEACHERS WITH OUT OF STATE CERTIFICATION: Teachers who hold an out of state certification will be paid at the certified substitute rate as long as the certification is valid. If the certification becomes invalid, the substitute will be paid at the degreed substitute rate.
NOTE ABOUT COLLEGE DEGREES: London ISD must comply with Texas Education Agency (TEA) standards; therefore, only college degrees awarded from institutions accredited by the TEA recognized regional accrediting agencies shall be accepted by London ISD.
Certified and Degreed substitutes are expected to work assignments for teachers, nurses, or counselors at the designated rate. A Certified or Degreed substitute who accepts an assignment identified as hourly/classified (i.e. paraprofessional/secretary/clerk) will be paid at the rate assigned to that specific job.

LONG TERM ASSIGNMENTS

Long-Term refers to assignments of ten or more consecutive days in the same position, approved by Human Resources. The long-term rate will begin on the eleventh day of such assignment. An absence of one or more days from the long-term assignment is considered an interruption and it will be necessary for the substitute to start over in the assignment and earn his/her way back to long-term status. Absences must be submitted in the SmartFind Express as a 'Substitute Absence LT' (99).

SUBSTITUTE PAYROLL

Substitute teachers are paid following the London ISD schedule of pay. Paychecks are deposited directly into a bank account. Please contact the Payroll Clerk in the Business Office with any questions regarding paychecks.

PAY DATE	PAY PERIOD
July 18, 2025	June 02, 2025 - July 6, 2025
August 20, 2025	July 07, 2025 - August 03, 2025
September 19, 2025	August 04, 2025-September 07, 2025
October 20, 2025	Septemeber 08, 2025 - October 5, 2025
November 20, 2025	October 06, 2025 - November 02, 2025
December 19, 2025	November 03, 2025 - December 07, 2025
January 20, 2026	December 08, 2025 - January 04, 2026
February 20, 2026	January 05, 2026 - February 08, 2026
March 20, 2026	February 09, 2026 - March 08, 2026
April 20, 2026	March 09, 2026 - April 05, 2026
May 20, 2026	April 06, 2026 - May 03, 2026
June 18, 2026	May 04, 2026 - June 07, 2026

TEACHER RETIREMENT BENEFITS

A substitute who is employed 90 days or more in a school year may apply for Teacher Retirement Benefits. Please contact TRS at 1-800-223-8778 to initiate the process.

SUBSTITUTE SERVICE RECORD

Substitutes who hold a valid teacher certificate may be able to use their substitute service record to increase their salary when they obtain a full-time teaching position. The commissioner's rule became effective with the 1998-1999 school year. Certified substitutes must meet certain minimum requirements, 85 or 90 documented FTE days, depending upon the year. It is more important than ever to keep track of your substitute schedule because it may mean more salary in the future. This does not apply to TRS retirees.

SUBSTITUTE REPORT

Substitute Reports are sent to the Human Resources Office from the schools regarding the performance of work, punctuality, etc. of substitutes. These forms can be positive or negative. There are times when it is beneficial for a substitute and the District to discontinue their relationship. A substitute's status will be changed to "inactive" if he/she fails to meet the expectations of the position or when he/she receives two negative forms regarding the quality of work at an assignment. Additionally, a substitute can be reclassified as "inactive" with one negative form depending on the seriousness of the circumstances. This action is taken at the discretion of the campus principal in coordination with Human Resources. Substitutes may automatically be reclassified as "inactive" for any behavior in the workplace or away from the workplace that interferes with the mission of

London ISD, as well as:

- Leaving students unsupervised by an adult at any time.
- Inappropriately redirecting students.
- Inappropriate language or interaction with students or co-workers.
- Failure to show up after accepting an assignment.
- Repeated tardiness.
- Inability to work with staff members cooperatively.
- Failure to follow District policies and procedures.
- Failure to follow specific directions of a principal.

TIPS FOR A SUCCESSFUL DAY

AT HOME

- Leave early enough to arrive at the school at least 15 minutes prior to the beginning of school.

PRIOR TO ENTERING THE CLASSROOM

- Report to the front office.
- Ask if there will be any extra duties associated with the regular teacher's assignment.
- Find out what the lunch procedure is.
- Find out how to refer a student to the office.
- Find out how to report students who are tardy or absent.
- Obtain any keys that might be necessary.
- Find the location of restrooms and the teacher's lounge.
- Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.

UPON ENTERING THE CLASSROOM

- Write your name on the board.
- Locate the designated substitute folder.
- Review the expectations or rules if any are posted.
- Locate the school evacuation map, emergency disaster and fire drills procedures.
- Read through the lesson plans left by the regular teacher.
- Locate the books, papers, and materials that will be needed throughout the day.
- Study the seating charts, if available.
- When the bell rings, stand in the doorway and greet students as they enter the classroom.

THROUGHOUT THE DAY

- Supervision of students is a primary responsibility.
- Greet students at the door and get them involved in the learning activity immediately.
- Carry out the lesson plans and assigned duties to the best of your ability.
- Improvise to fill extra time, enhance activities or supplement limited lesson plans as needed.
- Be fair and carry out the rewards and consequences you establish.
- Be positive and respectful in your interactions with students and school personnel.
- Do not provide students with food, drinks, cough drops, etc.

AT THE END OF EACH CLASS PERIOD/DAY

- Challenge students to recall projects and topics they have studied that day.
- Remind students of homework.
- Have students straighten and clean the area around their desks.
- Take time to write the teacher a summary of the day.
- Neatly organize the papers turned in by the students.
- Turn off lights and equipment and make sure the room is in good order before you lock the door.
- Turn in keys to the office (if you haven't already done so).
- Contemplate ways you can improve as a substitute teacher.
- Jot down a few notes to yourself about what was accomplished and how things went.
- Pat yourself on the back, you did a great service!

SUGGESTIONS WHEN LESSON PLANS ARE NOT AVAILABLE

There will be times when you are faced with very limited plans or with no plans at all. Similarly, there may be occasions when the proposed materials may be too difficult to cover adequately without preparation. Following are some suggestions for handling these situations:

- Check with the office to see if the regular teacher has left instructions. If you cannot find lesson plan, please contact the secretary/principal or ask the teacher next door for assistance.
- Try to maintain a continuity of lessons by referring to the last completed day in the lesson plan book if one is available. Try to provide a reasonable follow-up of the previous lesson.
- Younger students are sometimes upset by a departure from regular routines. Try to maintain their regular schedule as much as possible but let them know that some things will be done differently that day.

RESPONSIBILITIES OF SUBSTITUTES

As a substitute you should report to the main office upon arriving at the school. You will then receive your assignment information. You are entitled to a lunch period. The principal has the right to assign you extra duty during the teacher's designated conference period. After receiving your assignment information, you should report to the assigned classroom. The following suggestions should be noted as preparation before the day begins:

- Become familiar with the procedure for checking class rolls, lunch schedules, and any other pertinent information in the substitute folder/binder.
- It is important that accurate daily attendance records be kept in the manner adopted by the school. If recorded manually, use only black or blue ink.
- Review lesson plans prepared by the regular teacher, and locate materials for carrying out the assignment. Follow lesson plans as closely as possible to ensure continuity in the instructional program. Make a note of any changes that you make.
- As a means of creating the appropriate classroom climate, the substitute teacher should introduce himself/herself to each new group of students with whom he/she has contact throughout the day. Remember to write your name on the chalkboard.
- Do not leave the classroom for any reason. If you suddenly feel ill, ask a neighboring teacher to watch your class until you return. Never leave the campus during your lunch period or off period unless you have signed out. Remember to sign in upon your return. (Remember that since London ISD is a non-smoking/tobacco free district, smoking and other use of tobacco is not allowed anywhere on the London ISD grounds.)
- Maintain a professional attitude toward your work (you are not a baby-sitter). Your attitude and professionalism will have a great deal to do with your acceptance by the faculty and students and your success in the assignment.
- It is important that the regular teacher be informed of the material covered during his/her absence. As you prepare your daily summary, report only that which is necessary, and remember not to criticize the regular procedures of the students.
- At the end of the day, leave the room neat and orderly, closing windows and doors. Return all keys to the front office and check to determine the need for further service. If money is collected, record the amount and turn it in to the front office if not done earlier.

CLASSROOM MANAGEMENT

- The substitute shall never leave students unsupervised. The supervision of students is both a classroom management and a safety responsibility.
- Substitute teachers are expected to review the District Student Code of Conduct to become familiar with policies and procedures of the District.
- Disciplinary problems may be avoided by keeping students occupied in meaningful activities and by providing firm and consistent management of students.
- The substitute should review the classroom discipline expectations. Check with the neighboring teacher, team leader, department chair, teachers or principal for necessary clarifications. Do not hesitate to ask for help.
- The substitute teacher might have ready appropriate extra activities for the grade level so that students never have idle time.
- Refrain from touching students in any form or fashion. Such actions can be misconstrued.
- Organize the details to minimize time spent on procedural matters.
- Have students pass papers to the front of each row and count them.
- Ask students to place homework or test papers on the corner of their desks and pick them up.
- Do not permit wandering, unnecessary pencil sharpening, etc.
- Make use of student monitors to assist in collecting items or passing the trash can.
- Encourage student attention and active participation.
- Substitute teachers are expected to be an active part of classroom instruction. Monitor students carefully by moving around the classroom checking on each student by answering questions, and/or clarifying the assignment.
- As you monitor the classroom, provide feedback to students about their work.
- Keep an eye on the clock. Allow time for administrative and academic closure.

SUBSTITUTE SYSTEM INSTRUCTIONS

Unified Talent
SmartFind Express

London ISD

Substitute Quick Reference Card

System Phone Number 361-266-3340

Help Desk Phone Number 361-855-0092 Ext:1148

Write your Access ID here (employee ID#) _____

Write your PIN here _____

Web Browser URL https://londonisd.sfe.powerschool.com/

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00 - 9:00 pm
Saturday	None	None
Sunday	None	4:00 - 9:00 pm
Holidays	None	4:00 - 9:00 pm

DECLINE/CANCEL REASONS:

1. Illness
2. No Transportation
3. Working in another District

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for interactions using the phone.

REGISTRATION

1. Enter your Access ID followed by the star (*) key
2. Enter your Access ID again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. PRESS 1 to Hear the job offer
   PRESS 2 to Set temporary Do Not Call
2. If you pressed 1 to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 to Decline the job (without hearing the description)
   Enter the decline reason from page 1 followed by the star (*) key
3. If you pressed 1 to Hear the job description
   PRESS 1 to Accept this job
   Record the Job Number. You are successfully assigned to the job.
   PRESS 2 to Repeat the job description
   PRESS 3 to Decline the job
   Enter the decline reason from page 1 followed by the star (*) key
   PRESS 1 to Accept
4. If you pressed 2 to Set temporary Do Not Call, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. PRESS 1 to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS

1 - Review or Cancel Assignments
2 – Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time
5 - Review or Modify Unavailability Dates
6 - Review or Modify Daily Availability
7 - Change PIN or Re-record Name
9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
   PRESS 1 to Hear assigned job information again
   PRESS 2 to Cancel this assigned job
2. If you pressed 2 to Cancel assignment
   PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
   PRESS 1 to Repeat assignment
   PRESS 2 to Accept assignment
   PRESS 3 to Decline assignment
2. If you pressed 3 to Decline assignment
   Enter decline reason from page 1 followed by the star (*) key

You can click the Help link to access Help Guides and How-to videos.

Important Note: *Do NOT use the browser's BACK button to navigate to screens.*
Navigation buttons are on the bottom of SmartFind*Express screens, such as the Return to List and Continue buttons.*

Get Started

Access the App

Each district will provide you instructions and a district unlock code. Open the app and enter the code.

- After downloading the APP, enter our district code HKHC (Employee APP will have an orange logo & Substitute App with have a blue logo).

After unlocking, select the district. Enter your login credentials for the selected district.

Main Navigation

A. **Jobs** – Find and accept jobs available to you and manage jobs you have accepted in a list view.

B. **Calendar** – Find and accept jobs available to you and manage jobs you have accepted in a calendar view.

C. **Settings** – Set your availability and notification preferences.

D. **Logout**

NOTE: The mobile app has multi-lingual support. It translates to the selected language of your device.

Manage Jobs – List View

Find & Accept Available Jobs

1. Select **Jobs** from the main navigation.
2. From the **Available** jobs list, select a job to access its details page.
3. To take a job assignment, tap **Accept**.

   -OR-

   To hide a job from the list, tap **Decline**. A confirmation will appear asking you to select a reason.

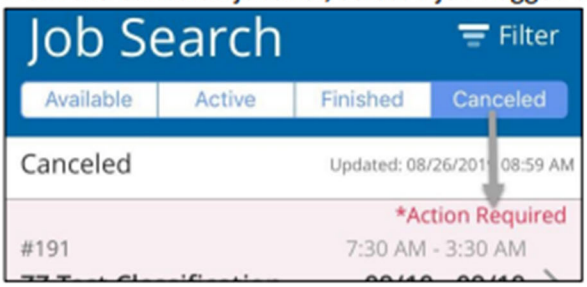
Review & Cancel Active Jobs

1. Select **Jobs** from the main menu.
2. From the **Active** jobs list, select a job.
3. Review the job dates, schedule, and location information.
4. You may have one or more of the following options:
   - **Cancel Assignment** – Only available if you can cancel the job. A confirmation will appear asking you to select a reason.
   - **Play** – Only available if there are audio instructions.
   - **View** – Only available if there are text instructions.
   - **Attachments** – Only available if there are instruction files.

Acknowledge Canceled Jobs

If you have been canceled from an assignment by someone else, you should acknowledge the cancellation.

1. Select **Jobs** from the main menu.
2. From the **Canceled** jobs list, select a job flagged as Action Required.

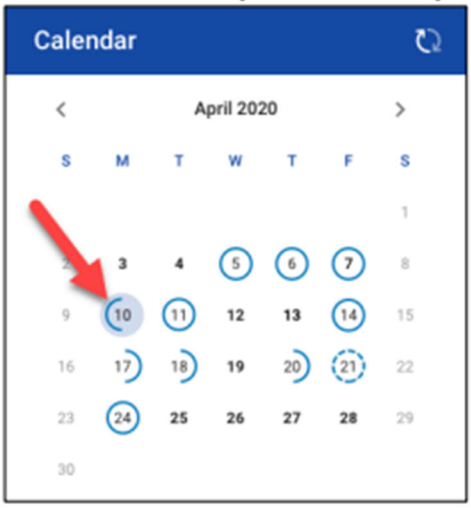


3. Review the job dates, schedule, and location information.
4. Tap **Acknowledge Cancellation**.

Manage Jobs – Calendar View

Jobs available to you and your assigned jobs are displayed together in the calendar.

1. Select **Calendar** from the main navigation.
2. Select a date with a job icon to view jobs for that day.



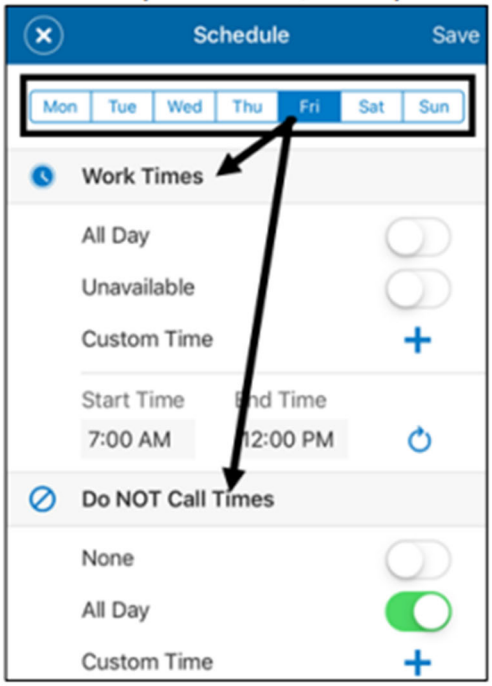
3. Select a job from the list to review its details.

Job icons:

Manage Availability

Manage Schedule

1. Select **Settings** from the main menu.
2. From the **Availability** tab, select **Schedule**.
3. For each day of the week, select your **Work Times** and **Do NOT Call Times** preferences.



4. Tap **Save**.

Set Unavailable Dates

1. Select **Settings** from the main menu.
2. From the **Availability** tab, select **Unavailability**.
3. Tap **Add**.
4. Enter the unavailability details.
5. Tap **Save**.

To remove an unavailability entry:

- For iOS, press from the list and slide left, then tap **Delete**.
- For Android, press from the list and hold, then tap **Delete**.

Manage Notifications

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Notifications**.
3. Turn notifications on or off for both push (in-app) and SMS (text) delivery.
4. If you elect to receive SMS notifications, tap **Enter Mobile Phone Number** to update your preferred mobile number and provider.

Manage Classifications

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Classifications**.
3. Tap **Edit**.
4. Select appropriate classifications and groups from each tab.
5. Tap **Save**.

Manage Locations

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Locations**.
3. Tap **Edit**.
4. Select appropriate locations and groups from each tab.
5. Tap **Save**.

Manage Auto Accept

1. Select **Settings** from the main menu.
2. From the **General** tab, select **Auto Accept Setup**.
3. Select your minimum acceptance window. This will apply to all locations.
4. Turn **Auto Accept** on or off for each location.
5. Tap **Classifications Setup** for each location to choose corresponding classifications.

Manage Profile Settings

1. Select **Settings** from the main menu.
2. Select the **Personal** tab.
3. Select an option to update your email address, password, contact information (for calls), or physical address.

NOTE: Password is not the same as your PIN. You must log in to the web application to change your PIN.

LONDON ISD TECHNOLOGY ACCEPTABLE USE POLICY

Purpose
The London Independent School District (London ISD) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of district operations. It also recognizes that safeguards must be established to ensure the protection of our students and staff. Safeguards also protect the district's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The Technology Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

Governances
The provision of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. London ISD has the duty to investigate any suspected violations of this policy.

Technology Acceptable Use Policy

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy.

- The London ISD electronic network has been established for a limited educational purpose.
- Permission for students to access the Internet is deemed to be granted unless a parent or guardian gives a written letter to the campus principal denying said access.
- Access is a privilege—not a right.
- It is presumed that staff and students will honor this agreement.
- The district reserves the right to monitor all activity on this electronic network.
- Staff and students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the London ISD electronic network.

Children's Internet Protection Act (CIPA)
In accordance with the Children's Internet Protection Act, London Independent School District educates staff and students regarding appropriate online behavior to ensure Internet safety, including use of email and digital resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is each student's responsibility to follow the guidelines for appropriate and acceptable use.
Digital Resources
For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) suggests that a school district maintain a list of the websites and online services appropriate for educational use it has consented to on behalf of the parent. In accordance with these recommendations, London ISD has
curated approved resources that students can access through the students' ClassLink dashboard. ClassLink is the district's Single Sign-On (SSO) platform.

General Guidelines for Staff and Students
- Staff and students will adhere to good digital citizenship expectations.
- Internet and bandwidth usage at school must be directly related to school business.
- Staff and students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- Staff and students will not use network resources for chain letters/spamming, commercial purposes or political lobbying.
- Staff and students will abide by copyright and plagiarism laws.

- Students must immediately report threatening messages, inappropriate Internet files/sites and equipment damage to a teacher.
- Staff must immediately report threatening messages, inappropriate Internet files/sites, equipment damage and missing equipment to a school administrator and technology department.
- Staff, including substitute teachers, will actively monitor student activity on devices.
- Computer and Internet access may be limited with a substitute teacher. Campus administrators may approve special circumstances.
- Staff understands that they will conduct annual Internet Safety training which includes Child Internet Protection Act (CIPA), cyberbullying, etc. It is the responsibility of the faculty\staff members to make sure that this has been done.

Artificial Intelligence (AI)
London ISD acknowledges Artificial Intelligence will have a role in the future of our schools. Teachers may ask you to use Artificial Intelligence (AI) as a tool while working on class assignments on and off campus. London ISD is committed to exploring its uses as well as discovering the pros and cons of this growing technology; Therefore, we are currently not blocking the use of AI/Chatbots.

As a reminder, the use of (AI) chatbots or any other tool used to create/write essays and/or to complete other assignments that is not your original work is considered a form of academic dishonesty/plagiarism. As such, appropriate disciplinary or legal action for plagiarism and/or academic dishonesty will be handled in accordance with the Student Code of Conduct and applicable laws.

Network Activity

Cyberbullying
Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. (Refer to the Student Code of Conduct for more information on bullying and cyberbullying.)
This includes, but may not be limited to:

- Sending abusive text messages to cell phones, computers, or any electronic device
- Posting abusive comments on someone's blog or social networking sites
- Creating a social networking account or web page that masquerades as the victim's personal site
- Posting another individual's personal information
- Sending abusive comments
- Recording and distributing media with the intent to manipulate or embarrass others.

School Websites, Social Networking & Videoconferencing

- Staff will adhere to parent submitted documentation requesting the student not be pictured in any district publication (including yearbooks, local newspaper and videos).
- Staff should keep in mind their representation of London ISD when posting via social networking sites.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience with others.

System Security

- Staff and students must immediately notify the Technology Department and a school administrator if they have identified a possible security problem.
- Staff and students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Staff will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites.
- Staff and students will not use sniffing or remote access technology to monitor the network or other user's activity.
- Staff and students are prohibited from creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks.
- Staff and students will utilize Google for Education Core services, Google additional services, and other school applications as designated by the district.
- London ISD is able to use monitoring software via Google Chrome extensions. This is implemented on all District Owned devices and any personal devices in which the Staff or Student chooses to log in to Google Chrome with.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Staff members are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of a technology staff member.

- London ISD has the right to regulate hardware/software technologies that are on its network or used within the school and workplace environment. This includes personally owned devices and/or media used on London ISD property or with London ISD technological infrastructure.
- School-issued technology equipment is the property of London ISD and may only be used in the support of educational goals of the district.
- Staff and students may bring their own technology under special circumstances. Personal devices must be approved by a school administrator and the technology department. Staff and students are responsible for personal property brought to school and should keep personal items with self or in a locked space.
- Students shall not damage, deface, graffiti or vandalize any school provided technology or electronic resources which will be considered a property offense as per the Student Code of Conduct.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when disciplinary and/or legal action or actions by the authorities are the appropriate course of action.

Failure to turn in a signed user agreement does not excuse anyone from consequences if rules are broken. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a staff member has violated the district acceptable use regulation and policy, the staff will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or staff will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the staff member in exhibiting professional behavior. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users.

SUBSTITUTE NURSE

JOB DESCRIPTION:

Primary Purpose: Function as the school nurse by ensuring that each student is provided with the opportunity to reach maximum mental, physical and emotional potential with emphasis placed on the relationship of a student's health to successful living and learning.

RESPONSIBILITIES:

Major Responsibilities and Duties Nursing Services

- In the absence of the school Nurse, the Substitute Nurse will fulfill the responsibilities of the Nurse by functioning as a health care provider in the school setting.
- Provide emergency care for the ill or injured, using first aid procedures, and obtaining necessary assistance in cases of serious trauma and/or illness. When notified of a medical emergency, accident, or crisis situation on the campus of a reporting LVN, report immediately to the specified location to facilitate the prompt activation of the assessment, intervention, treatment, or referral process.
- Assist with the management of students who have health problems in the school setting. Assess all students with known health problems on a required basis, based on severity of problem or level of need.
- Provide health appraisals including heights, weights, vision, hearing, tympanometry, acanthosis, spinal screening, and other health problems as deemed necessary.
- Make referrals for medical treatment and do follow-up on those problems when necessary.
- Dispense medication according to law and district policy Promote health education, both individually and in the classroom, and act as a resource to the teacher promoting optimum health.
- Perform health screening and complete forms on students being referred or reevaluated for Special Education Services.
- Provide health counseling for students with health problems.

School/Organizational Climate

- Support the philosophy of individual school campuses, the school district, and the school health program.
- Cooperate with other staff members in child abuse and drug abuse cases, assisting with the documentation and referral process according to district guidelines.

Administration and Fiscal/Facilities Management

- Maintain accurate and complete health records on each student including immunization records, health history, screening results, referral and follow up information.
- Adhere to the Texas Immunization Law securing records on each student and updating records as necessary on individual student health records in district's immunization computer system.
- Keep an accurate daily record of student referrals to the Clinic.
- Document medication on daily log or in district’s computer system including time, dosage, and person administering.
- Cooperate with all student service departments, faculty and parents to meet the needs of students.

- Complete accident reports for students and staff and follow proper channels of documentation.

Professional Growth and Development

- Pursue educational studies and seek current health information to maintain a professional level of performance.
- Attend in-service meetings as required by the state of Texas and the District.
- Attend the required number of continuing education courses needed to maintain professional nursing licensure for the State of Texas.

School/Community Relations

- Provide referrals and follow-up on identified health problems as necessary to attain optimum health for each student.
- Act as liaison between students, families, principals, teachers, counselors, family physicians, and other agencies
- Control communicable diseases through exclusion and readmission of students and notify the health department of all reportable diseases.

Communication

- Report any accidents or incidents to supervisor.
- Leave notes or complete the approved substitute nurse report form at the end of the workday.
- Communicate in a friendly, positive, and professional manner towards students, parents, staff, and administrators.

Professional Growth and Development

- Participate in substitute training and activities to improve job-related skills.
- Comply with all state, district, and school regulations and policies for teachers.

Other

- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

- Direct the work of assigned instructional aide(s) if applicable

Supervise students

QUALIFICATIONS:

Minimum Education/Certification:

- Graduate of an accredited professional nursing program
- Valid registered nurse or vocational nurse licensed to practice professional nursing in Texas from the State Board of Nurse Examiners
- Certified by the Texas Department of Health to conduct vision and hearing screening and trained in scoliosis and acanthosis screening preferred
- Current CPR/AED certification

Special Knowledge/Skills:

- Strong organizational, communication, and interpersonal skills
- Constructive and cooperative attitude toward the students, staff, school, and duties of the substitute nurse
- Punctuality and dependability

OTHER INFORMATION:

Working Conditions

- Mental/Physical Demands/Environmental Factors:
- Regular light lifting and carrying (less than 15 pounds); prolonged standing; frequent kneeling, squatting, bending, stooping, pushing, pulling, and twisting; frequent walking.
- Works inside; may work outside; regular exposure to noise; maintain emotional control under stres may work prolonged or irregular hours.

SUBSTITUTE PARAPROFESSIONAL

JOB DESCRIPTION:

Primary Purpose: Provide students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, principal, or other responsible staff.

RESPONSIBILITIES:

Major Responsibilities and Duties Instructional Strategies

- Complete the duties and tasks of the absent employee.
- Work cooperatively with teachers to complete assigned tasks and responsibilities.

Student Growth and Development

- Be a positive role model for students; support mission of campus and school district.

Classroom Management and Organization

- Assist in implementing a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Assist teacher with managing student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook.
- Supervise students at all times.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in maintaining a clean and orderly classroom and follow the classroom and school procedures as directed by the school.
- Leave notes or complete the approved substitute report form at the end of the work day.
- Report any accidents or incidents.
- Be flexible and willing to cover a different assignment upon principal's request.

Communication

- Communicate in a friendly, positive, and professional manner towards students, parents, staff, and administrators.

Professional Growth and Development

- Participate in substitute training and activities to improve job-related skills.
- Comply with all state, district, and school regulations and policies for paraprofessionals.

Other

- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

- Supervise students

QUALIFICATIONS:

Minimum Education/Certification:

- High school diploma or G.E.D.

Special Knowledge/Skills:

- Ability to work with students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Constructive and cooperative attitude toward the students, staff, school, and duties of the substitute paraprofessional
- Flexibility in the job assignment
- Punctuality and dependability

OTHER INFORMATION:

Working Conditions

Mental/Physical Demands/Environmental Factors:

Regular light lifting and carrying (less than 15 pounds); prolonged standing; frequent kneeling, squatting, bending, stooping, pushing, pulling, and twisting; frequent walking. Works inside; may work outside; regular exposure to noise; maintain emotional control
under stress; may work prolonged or irregular hours.

SUBSTITUTE TEACHER

JOB DESCRIPTION:

Primary Purpose: Provide students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, principal, or other responsible staff.

RESPONSIBILITIES:

Major Responsibilities and Duties Instructional Strategies

- Complete the duties and tasks of the absent teacher.
- Implement lesson plans and instructional activities provided by the absent teacher or designated staff.
- Use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to the lesson plans.
- Work cooperatively with teachers to modify curriculum for students as needed or noted in lesson plans.

Student Growth and Development

- Be a positive role model for students; support mission of campus and school district.

Classroom Management and Organization

- Submit attendance reports.
- Implement a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook.
- Supervise students at all times.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the school.
- Leave notes or complete the approved substitute teacher report form at the end of the workday.
- Report any accidents or incidents.
- Be flexible and willing to cover a different assignment upon principal's request.

Communication

- Communicate in a friendly, positive, and professional manner towards students, parents, staff, and administrators.

Professional Growth and Development

- Participate in substitute training and activities to improve job-related skills.
- Comply with all state, district, and school regulations and policies for teachers.

Other

- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

- Direct the work of assigned instructional aide(s) if applicable

Supervise students

EXPERIENCE:

Minimum Experience:

Experience managing groups of students and providing instruction, or related work experience preferred

QUALIFICATIONS

- **Minimum Education/Certification:** High school diploma or G.E.D.
- 60 or more semester hours of college coursework from a regionally accredited college or university

Special Knowledge/Skills:

- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Constructive and cooperative attitude toward the students, staff, school, and duties of the substitute teacher
- Flexibility in the job assignment
- Punctuality and dependability

OTHER INFORMATION

Working Conditions

Mental/Physical Demands/Environmental Factors:

Regular light lifting and carrying (less than 15 pounds); prolonged standing; frequent kneeling, squatting, bending, stooping, pushing, pulling, and twisting; frequent walking. Works inside; may work outside; regular exposure to noise; maintain emotional control

under stress; may work prolonged or irregular hours.