



TEMPORARY TEACHER EMPLOYEE RESOURCES

(956) 984-6044 | subhub@esc1.net
www.esc1.net/subhub

(956) 984-6044 | subhub@esc1.net
www.esc1.net/subhub

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ESC Information

Introduction

The purpose of this manual is to equip district principals and office personnel with comprehensive information on effectively utilizing SubHub for managing Temporary Teachers' job assignments. While not exhaustive of all ESC policies and procedures, it provides a summarized overview of pertinent guidelines. It serves as a practical tool to support administrative efficiency and adherence to official ESC policy manual standards.

Region One ESC

The role of the education service center has expanded to work alongside school districts to carry out the three main objectives: to assist school districts in improving student performance in each region of the system; enable school districts to operate more efficiently and economically; and implement initiatives assigned by the legislature or commissioner.

Region One ESC serves 38 school districts and 10 charter school systems in the eight county areas of Brooks County, Cameron County, Hidalgo County, Jim Hogg County, Starr County, Webb County, Willacy County, and Zapata County.



1900 W. SCHUNIOR ST.
EDINBURG, TX 78541
WWW.ESC1.NET

OUR MISSION

To serve educators, students, and parents by providing cutting-edge professional development, customized technical assistance, innovative products, and excellent services to improve student outcomes, enable districts to operate efficiently and economically, and implement state initiatives.

OUR VISION

Region One ESC will be the premier partner, providing leadership and innovation, transforming learning communities toward excellence.

PARTNERING SCHOOL DISTRICTS & CHARTER SCHOOLS

Brillante Academy

Edcouch Elsa ISD

Excellence in Leadership Academy

Hidalgo ISD

Horizon Montessori Public Schools

La Joya ISD

Lyford CISD

Monte Alto ISD

Possible Dream Adult High School

Santa Maria ISD

Santa Rosa ISD

South Texas ISD



“REGIONAL TRANSFORMATION STARTS WITH YOU”



REGION ONE ESC DIRECTORY

PAYROLL



ROSALINDA RODRIGUEZ - ACCOUNTANT
ROSALRODRIGUEZ@ESC1.NET
956-984-6287

- Payroll Deduction Inquiries
- Automatic Payroll Deposit Service Changes
- W-2
- Ascender (Employee Access)

SUBHUB PAYROLL



DARLENE GARZA- SUBHUB LEAD
DAGARZA@ESC1.NET
956-984-6017

- Payroll Before Deduction
- Timesheet Corrections



JO ANN PEREZ- SUBHUB LEAD
JOPEREZ@ESC1.NET
956-984-6044

- Meeting Weekly Hours
- OmniSub Accounts/Support

1



CYNTHIA ROCHA - BENEFITS SPECIALIST
CYROCHA@ESC1.NET
956-984-6134

- Medical Leave
- Workers Compensation
- Health Insurance
- TRS Contributions
- Wellness Program

2

TECHNOLOGY



HELP DESK
HELPDESK@ESC1.NET
956-984-6061

- Professional Development System
- Region One ESC Email

3

4

HUMAN RESOURCES

(956) 984-6105 / hr@esc1.net

- Onboarding
- Degree Changes
- Educator Certification Changes
- Region One ESC Substitute Academy



BRILLANTE ACADEMY

info@brillanteacademy.org

956-474-3242

706 N Los Ebanos Rd

Mission, TX 78572

1 CAMPUS

- Brillante Academy

**Student-Teacher
Ratio
of 15 to 1**

DRESS CODE

Appearance and grooming of ESC employees represents the ESC and shall exhibit professionalism. Apparel shall be clean, neatly pressed, fit properly and appropriate for the day's assignment. Clothing should not appear too tight, short in length, distressed or in need of repair. Standard Operating Procedure 2.1.2

- Visible tattoos must be covered always while in teaching assignment
- Jeans only on Fridays (with a school spirit shirt, if allowed by the campus)

If the school district's dress code is stricter – you must adhere to it.

Standard Pay Rate

Credentials	Full Day - Daily Rate	Half Day - Daily Rate
Non-Degreed	\$81.00	\$40.50
Degreed	\$98.00	\$49.00
Degreed-Certified	\$121.00	\$60.50
Degreed-Certified Long-Term Assignment	\$138.00	\$69.00

SAFETY

Follow safety guidelines posted at campuses.



AGE RESTRICTIONS

Some districts may mandate a minimum age of 21 years for employment at the high school level.



EDCOUCH-ELSA ISD

Motivate - Educate - Graduate

eeisd.org

956-262-6000

920 W Santa Rosa Ave

Edcouch, TX 78538



10 CAMPUSES

- Edcouch-Elsa High 956-262-4731
- Early College High School 956-262-6944
- Carlos Truan Jr. High 956-262-5820
- DAEP/Options High School 956-262-6053
- David Ybarra Middle School 956-262-8273
- Ruben Rodriguez Elementary 956-262-4712
- Lyndon Johnson Elementary 956-262-2161
- John F. Kennedy Elementary 956-262-4751
- Santiago Garcia Elementary 956-262-4741
- Jorge Gutierrez Early Childhood Center 956-262-0040

**Student-Teacher Ratio
of 15 to 1**

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Standard Pay Rate

Credentials	Full Day - Daily Rate	Half Day - Daily Rate
Non-Degreed	\$105.00	\$53.00
Degreed	\$120.00	\$60.00
Degreed-Certified	\$175.00	\$88.00
Degreed-Certified Long-Term Assignment	\$185.00	\$92.00



AGE RESTRICTIONS

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age of 21 years for employment at the
high school level.*



EXCELLENCE IN LEADERSHIP ACADEMY

Dedicated To Excellence In Education

elacharterschool.com

956-424-9504

915 W EXPY 83

Mission, TX 78572

1 CAMPUS

- Excellence in Leadership Academy

**Student-Teacher
Ratio
of 14 to 1**

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employment at the high school level.*



HIDALGO ISD

Imagine Greatness Expect Success

hidalgo-isd.org
956-843-4401
524 S Bridge ST
Hidalgo, TX 78557

7 CAMPUSES

- Hidalgo Early College High School 956-843-4300
- Ida Diaz Jr. High 956-843-4350
- Hidalgo Elementary 956-843-4225
- Dr. Alejo Salinas Jr. Elementary 956-843-4250
- JC Kelly Elementary 956-843-4200
- Hidalgo Park Elementary 956-843-4275
- Hidalgo Early Head Start Academy 956-843-4439

**Student-Teacher
Ratio
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HORIZON MONTESSORI PUBLIC SCHOOLS

hmps.net/o/mcallen
956-631-0234
9320 N Main ST
McAllen, TX 78501

hmps.net
956-969-3092
2402 E Business HWY 83
Weslaco, TX 78596

hmps.net/o/harl
956-423-8200
2802 S 77 Sunshine Strip
Harlingen, TX 78550

3 CAMPUSES

- Horizon Montessori - McAllen
- Horizon Montessori - Weslaco
- Horizon Montessori - Harlingen

**Student-Teacher
Ratio
of 14 to 1**

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SAFETY

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LA JOYA ISD

Educational Excellence: The Right of Every Student

lajoyaisd.com

956-323-2005

201 E EXPY 83

La Joya, TX 78560

**Student-Teacher Ratio
of 14 to 1**

39 CAMPUSES

- La Joya High School 956-323-2870
- La Joya Juarez-Lincoln High School 956-323-2890
- Palmview High School 956-323-2880
- La Joya Early College High School 956-323-2930
- Thelma R. Salinas STEM Early College High School 956-323-2240
- Jimmy Carter Early College High School 956-323-2200
- Academy of Health Science Professions & STEM 956-323-2250
- Dr. Americo Paredes Elementary School 956-323-2730
- Corina Peña Elementary School 956-323-2750
- Diaz / Villarreal Elementary School 956-323-2470
- E.B. Reyna Elementary School 956-323-2390
- Elodia R. Chapa Elementary School 956-323-2400
- Henry B. Gonzalez Elementary School 956-323-2460
- Leo James Leo Elementary School 956-323-2370
- Lloyd M. Bentsen Jr. Elementary School 956-323-2480
- John F. Kennedy Elementary School 956-323-2330
- Jose De Escandon Elementary School 956-323-2410
- Juan N. Seguin Elementary School 956-323-2710
- Hope Academy D.A.E.P. 956-323-2900
- La Joya College and Career Center 956-323-2230
- Ann W. Richards Middle School 956-323-2860
- Cesar E. Chavez Middle School 956-323-2800
- Domingo Treviño Middle School 956-323-2810
- Dr. Javier Saenz Middle School 956-323-2830

**HEADSTART
AVAILABLE
AT SOME
CAMPUSES**

**PROFESSIONAL
DEVELOPMENT REQUIRED**

- Irene M. Garcia Middle School 956-323-2840
- Juan De Dios Salinas Middle School 956-323-2850
- Lorenzo De Zavala Middle School 956-323-2770
- Memorial Middle School 956-323-2820
- Emiliano Zapata Elementary School 956-323-2700
- Enrique Camarena Elementary School 956-323-2720
- Evangelina Garza Elementary School 956-323-2350
- Dr. Palmira Mendiola Elementary School 956-323-2420
- Guillermo Flores Elementary School 956-323-2760
- Rosendo Benavides Elementary School 956-323-2360
- Sam Fordyce Elementary School 956-323-2490
- Narciso G. Cavazos Elementary School 956-323-2430
- Patricio Perez Elementary School 956-323-2450
- Tabasco Elementary School 956-323-2440
- William J. Clinton Elementary School 956-323-2740

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Standard Pay Rate

Credentials	Full Day - Daily Rate	Half Day - Daily Rate
Non-Degreed	\$110.00	\$55.00
Degreed	\$130.00	\$65.00
Degreed-Certified	\$185.00	\$92.50
Degreed-Certified Long-Term Assignment	\$195.00	\$97.50

If the school district's dress code is stricter – you must adhere to it.

SAFETY

Follow safety guidelines posted at campuses.



AGE RESTRICTIONS

Some districts may mandate a minimum age of 21 years for employment at the high school level.



LYFORD CISD

lyfordcisd.net

956-567-3100

8204 Simon Gomez Rd

Lyford, TX 78569

HEAD START
AVAILABLE

PROFESSIONAL DEVELOPMENT
REQUIRED

3 CAMPUSES

- Lyford Elementary 956-347-3911
- Lyford Middle School 956-347-3910
- Lyford High School 956-347-3909

**Student-Teacher
Ratio
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AGE RESTRICTIONS

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minimum age of 21 years for
employment at the high school level.*



MONTE ALTO ISD

montealtoisd.org
956-567-3100
25149 1st ST
Monte Alto, TX 78538

HEAD START
AVAILABLE AT
SOME
CAMPUSES
PROFESSIONAL DEVELOPMENT
REQUIRED

3 CAMPUSES

- Monte Alto Elementary 956-262-6101
- Jose Borrego Middle School 956-262-1374
- Monte Alto Early College High School 956-262-1381

**Student-Teacher
Ratio
of 15 to 1**

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employment at the high school level.*



SANTA MARIA ISD

Dedicated To Excellence In Education

smisd.net

956-565-6308

11119 Military HWY 281

Santa Maria, TX 78592

3 CAMPUSES

- Santa Maria High School 956-565-9144
- Santa Maria Middle School 956-565-6309
- Tony Gonzalez Elementary 956-565-5348

**Student-Teacher
Ratio
of 10 to 1**

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SAFETY

Follow safety guidelines posted at campuses.

- ★ Pick up a "panic button" when you check in at the front offices of each campus.



AGE RESTRICTIONS

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SANTA ROSA ISD

srtx.org
956-636-9800
102 Jesus R Cruz
Santa Rosa, TX 78593

4 CAMPUSES

- Santa Rosa High School 956-636-9830
- Jo Nelson Middle School 956-636-9850
- Elma E. Barrera Elementary 956-636-9870

**Student-Teacher
Ratio
of 11 to 1**

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SAFETY

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AGE RESTRICTIONS

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employment at the high school level.*



SOUTH TEXAS ISD

Always Innovating

stisd.net

956-514-4216

100 Med High DR

Hidalgo, TX 78557

7 CAMPUSES

- South Texas ISD Health Professions 956-565-2237
- South Texas ISD Medical Professions 956-214-6100
- South Texas ISD Preparatory Academy 956-381-5522
- South Texas ISD Rising Scholars Academy 956-399-4358
- South Texas ISD Science Academy 956-565-4620
- South Texas ISD World Scholars 956-383-1684
- South Texas ISD Virtual Academy 956-260-2200

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Non-Degreed	\$95.00	\$47.50
Degreed	\$120.00	\$60.00
Degreed-Certified	\$175.00	\$87.50
Degreed-Certified Long-Term Assignment	\$185.00	\$92.50

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SPECIAL TYPES OF ASSIGNMENTS



Physical Education

- Proper attire is required
- Follow lesson plans



Early Childhood

- **PK-3 & PK-4**
(Hidalgo County Head Start Partnership - TRAINING IS REQUIRED)
- **Kinder**
(NO CHANGING DIAPERS - NOTIFY SUBHUB ADMINISTRATOR IF ISSUES)



Special Assignments

- Floaters
- Special Education Shadow
- Region One ESC Internal



Special Education Teacher

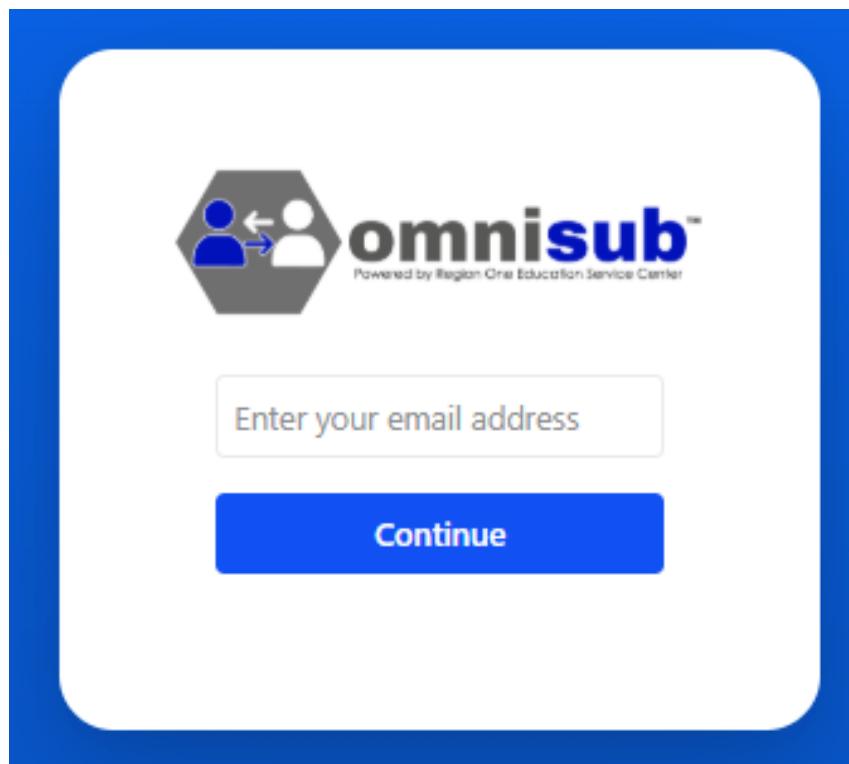
- Inclusion
- Resource/Content Mastery
- Life Skills
- Self-Contained
- Social Adjustment Unit
- Early Childhood Special Education



Special Education-Paraprofessional

- Inclusion Aide
- Special Education Shadow
- Life Skills Aide

OmniSub

The image shows a login screen for OmniSub, which is powered by the Region One Education Service Center. The screen has a blue border and a white background. At the top, there is a logo consisting of a hexagon with two stylized figures (one blue, one white) and arrows between them, followed by the text "omnisub™" and "Powered by Region One Education Service Center" in a smaller font. Below the logo is a text input field with the placeholder text "Enter your email address". Underneath the input field is a blue button with the text "Continue" in white.

 **omnisub™**
Powered by Region One Education Service Center

Enter your email address

Continue

OmniSub

- Search for assignments
- Accept assignments
- Reject assignments
- View your schedule jobs

Login

- **User name:** Your Region One ESC email address
- **Password:** Your email password

Once you are logged in, the following page appears

Welcome, substitute3@esc1.net!

Upcoming Assignments ←

No upcoming assignments.

Pending Assignments (You were requested) ←

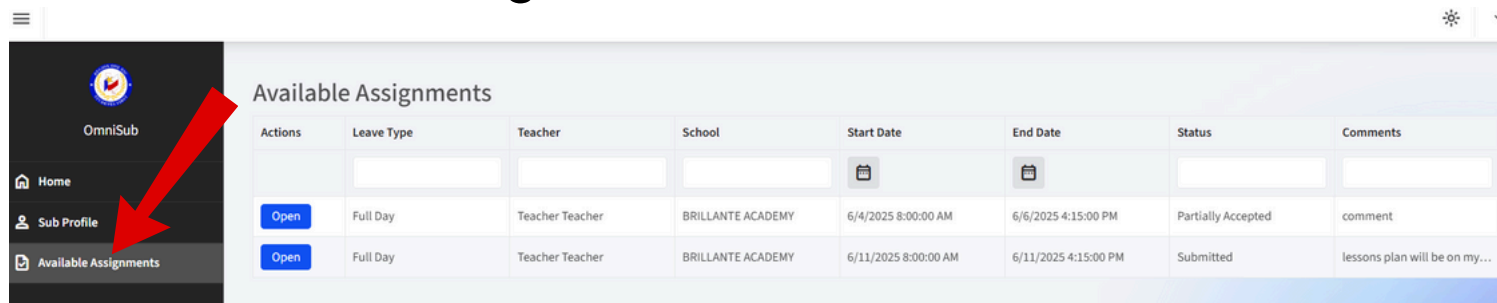
ID	Start	End	Teacher	School	
133	6/6/2025 8:00:00 AM	6/6/2025 4:15:00 PM	Teacher Teacher	BRILLANTE ACADEMY	View Assignment

Assignment History ←

ID	Start	End	Teacher	School	
No records to display.					

- **Upcoming Assignments:** future job assignments you have accepted
- **Pending Assignments:** assignment(s) where you have been requested and need to accept or decline the assignment
- **Assignment History:** past job assignments

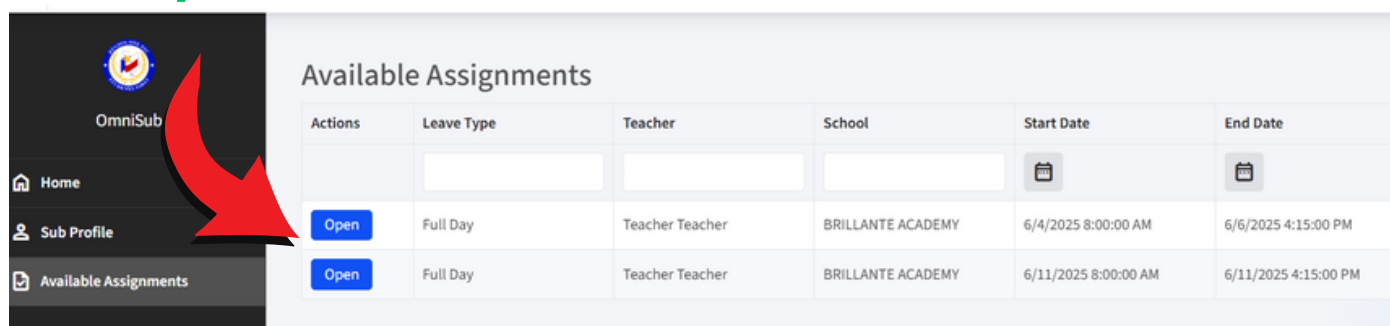
To View Available Assignments Click Available Assignments



The screenshot shows the OmniSub application interface. On the left is a dark sidebar with a logo and navigation links: Home, Sub Profile, and Available Assignments. A red arrow points to the 'Available Assignments' link. The main area displays a table titled 'Available Assignments' with columns: Actions, Leave Type, Teacher, School, Start Date, End Date, Status, and Comments. Two rows of assignments are visible, each with an 'Open' button in the Actions column.

Actions	Leave Type	Teacher	School	Start Date	End Date	Status	Comments
Open	Full Day	Teacher Teacher	BRILLANTE ACADEMY	6/4/2025 8:00:00 AM	6/6/2025 4:15:00 PM	Partially Accepted	comment
Open	Full Day	Teacher Teacher	BRILLANTE ACADEMY	6/11/2025 8:00:00 AM	6/11/2025 4:15:00 PM	Submitted	lessons plan will be on my...

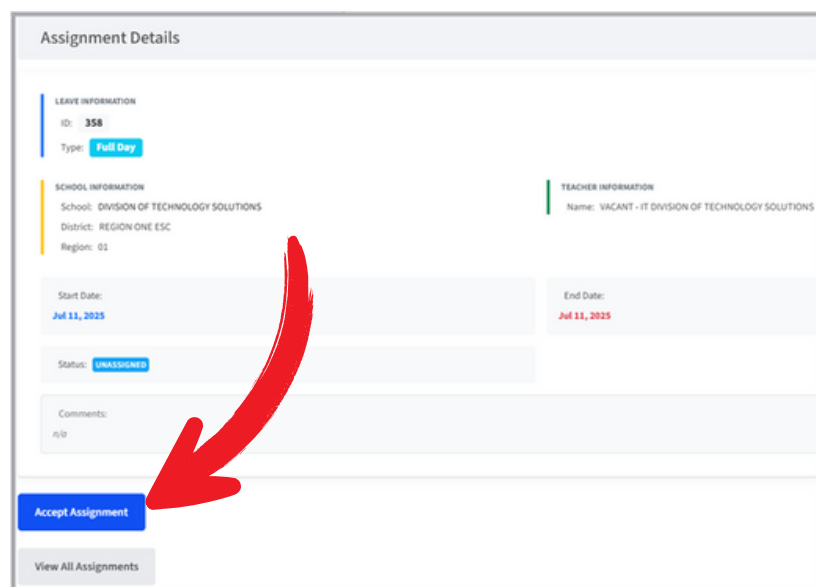
To view details and accept an assignment click open



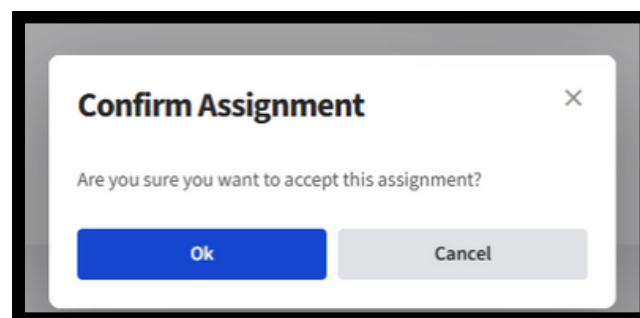
This screenshot is similar to the previous one, showing the 'Available Assignments' table. A red arrow points to the 'Open' button in the Actions column of the first row, indicating the next step to view details.

Actions	Leave Type	Teacher	School	Start Date	End Date
Open	Full Day	Teacher Teacher	BRILLANTE ACADEMY	6/4/2025 8:00:00 AM	6/6/2025 4:15:00 PM
Open	Full Day	Teacher Teacher	BRILLANTE ACADEMY	6/11/2025 8:00:00 AM	6/11/2025 4:15:00 PM

Accept/Reject Assignment

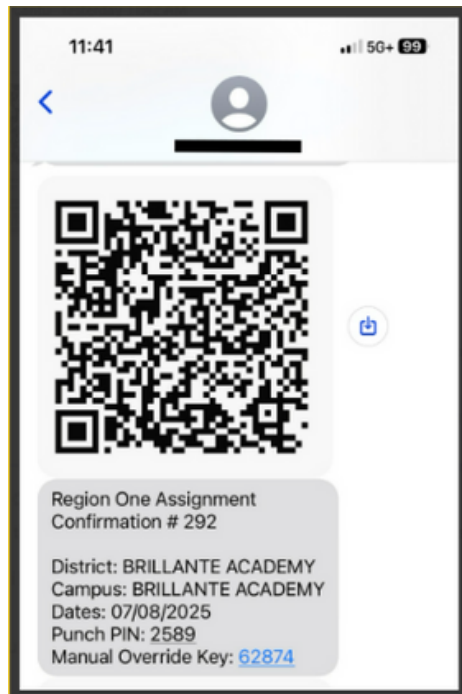


The screenshot shows the 'Assignment Details' page. It contains sections for Leave Information (ID: 358, Type: Full Day), School Information (DIVISION OF TECHNOLOGY SOLUTIONS), and Teacher Information (VACANT - IT DIVISION OF TECHNOLOGY SOLUTIONS). It also shows Start Date (Jul 11, 2025), End Date (Jul 11, 2025), Status (UNASSIGNED), and Comments (n/a). A red arrow points to the 'Accept Assignment' button at the bottom left.



A modal dialog box titled 'Confirm Assignment' with a close button (X) in the top right corner. The text inside asks, 'Are you sure you want to accept this assignment?'. At the bottom are two buttons: 'Ok' (blue) and 'Cancel' (gray).

Job Assignment - Text Confirmation



Job Assignment - Email Confirmation

Timekeeping Information (Assignment: 282)

Substitute: CANTU (v...@esc1.net)

You will receive a confirmation email with assignment details, as well as the pictured QR code.

This QR code is to be used on the day of the assignment for timekeeping purposes. The QR code will only work at the campus of the assignment and on the specific day of the assignment.

Do not share this QR code with anyone else.

PUNCH PIN:
Use this code for clocking in and out

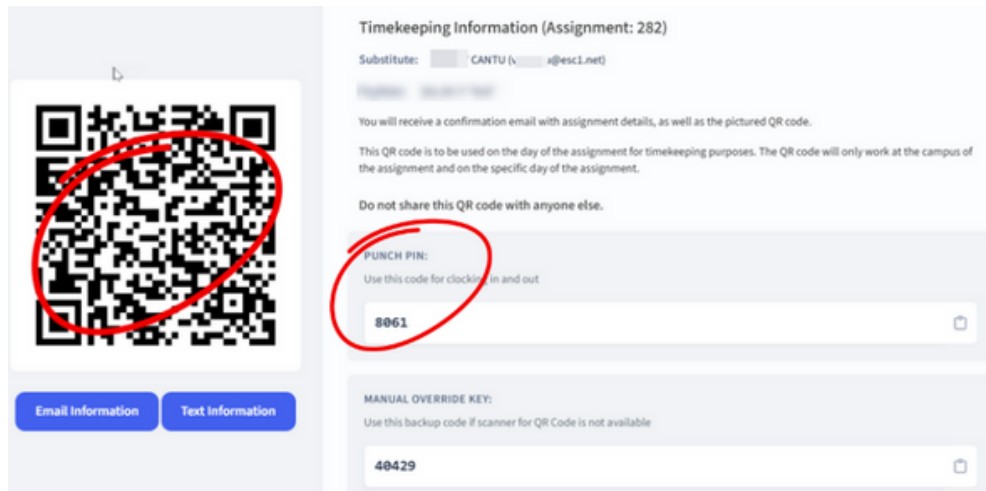
8061

MANUAL OVERRIDE KEY:
Use this backup code if scanner for QR Code is not available

40429

Email Information Text Information

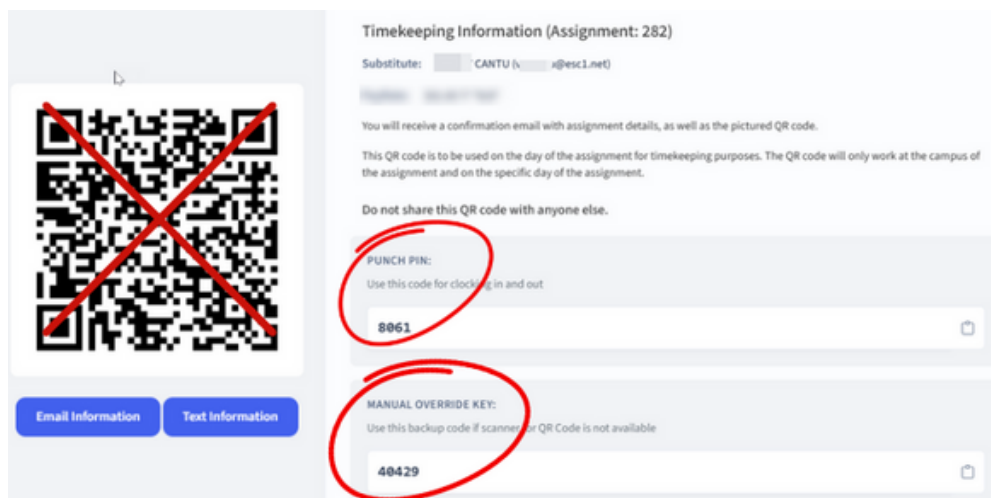
Job Assignment Confirmation



The screenshot shows a web interface for 'Timekeeping Information (Assignment: 282)'. On the left, a QR code is displayed and circled in red. Below it are two buttons: 'Email Information' and 'Text Information'. On the right, the 'Substitute' is listed as 'CANTU (x@esc1.net)'. A message states: 'You will receive a confirmation email with assignment details, as well as the pictured QR code. This QR code is to be used on the day of the assignment for timekeeping purposes. The QR code will only work at the campus of the assignment and on the specific day of the assignment. Do not share this QR code with anyone else.' Below this, the 'PUNCH PIN' is shown as '8061' and circled in red, with the instruction 'Use this code for clocking in and out'. At the bottom, the 'MANUAL OVERRIDE KEY' is shown as '40429' and circled in red, with the instruction 'Use this backup code if scanner or QR Code is not available'.

- **QR Code** - unique code created for the assignment
- **Punch PIN**: your clocking in and out number for the day

Job Assignment Confirmation



This screenshot is identical to the one above, but the QR code on the left is crossed out with a large red 'X'. The 'PUNCH PIN' '8061' and the 'MANUAL OVERRIDE KEY' '40429' remain circled in red.

- Use **Manual Override Key**: camera on computer is not working or camera not picking up the QR Code
- **Punch PIN**: your clocking in and out number for the day

Clocking In/Out with QR Code

1st Step

10:52:36 AM

BRILLANTE ACADEMY

6/6/2025

Or Enter Code Manually

Submit

2nd Step

Scan QR Code

10:56:35 AM

BRILLANTE ACADEMY

6/6/2025

Or Enter Code Manually

Submit

3rd Step

Enter Time Punch Key Code

10:57:00 AM

Employee & Assignment Information

Assignment: 133

Name: Jane Doe

Enter time code verification

5 1 3 4

Clock In

Today's Punches

No punches recorded today

4th Step

10:57:05 AM

Employee & Assignment Information

Assignment: 133

Name: Jane Doe

Enter time code verification

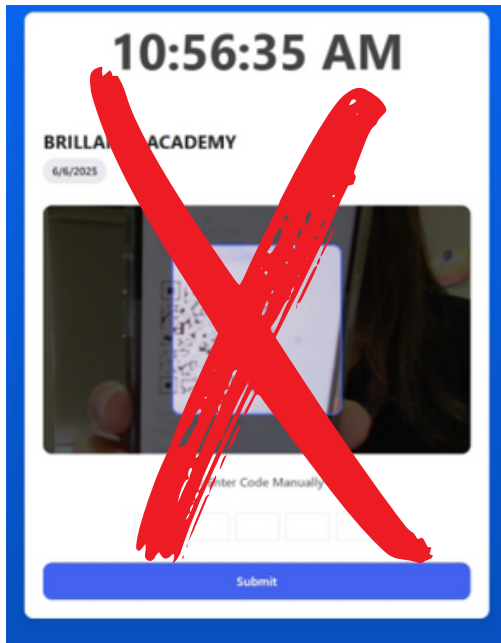
Clock Out

Today's Punches

Clock In 10:57 AM

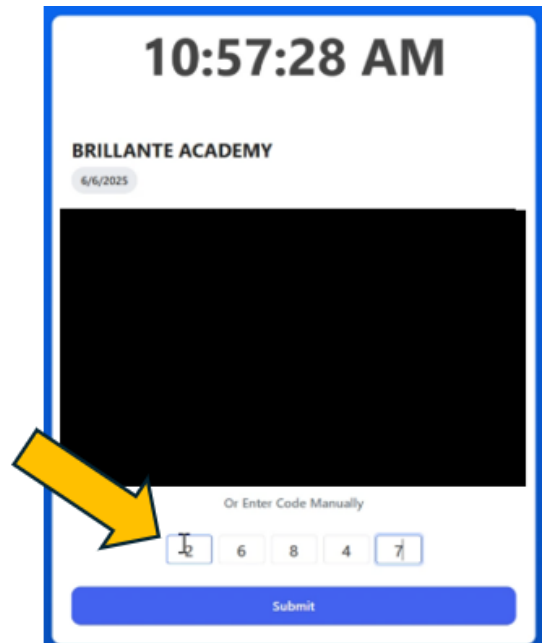
Clocking In/Out - **No** QR Code

1st Step



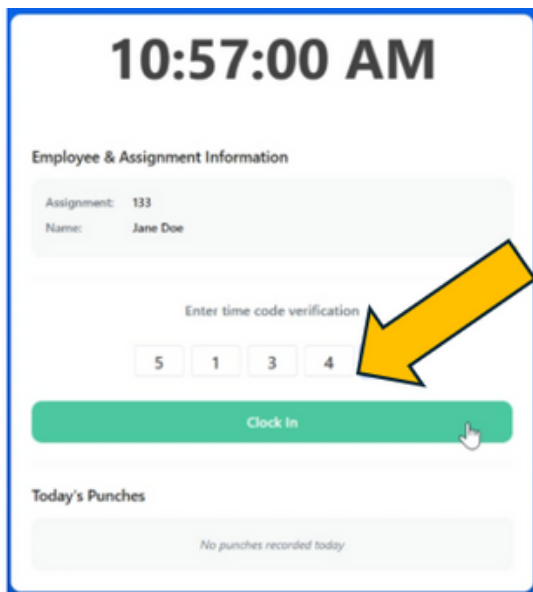
2nd Step

Enter QR Override Key

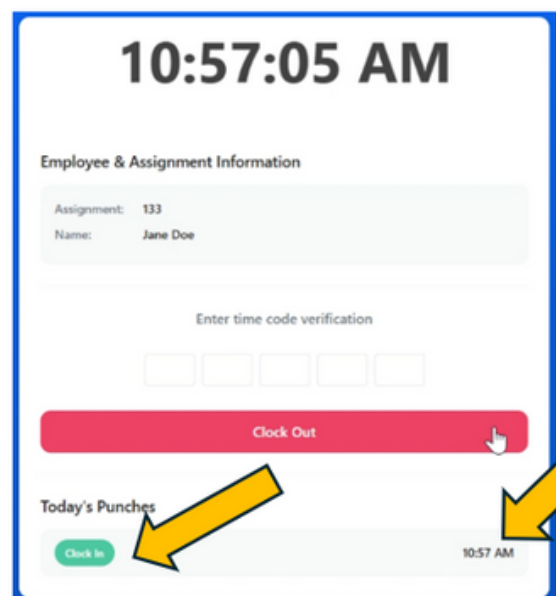


3rd Step

Enter Time Punch Key Code



4th Step



MONTHLY PAY DATES 2025-2026

Beginning Date	Ending Date	Payroll Changes Due (W4 and Direct Deposits)	Pay Date
AUGUST 1, 2025	AUGUST 31, 2025	SEPTEMBER 2, 2025	SEPTEMBER 25, 2025
SEPTEMBER 1, 2025	SEPTEMBER 30, 2025	OCTOBER 1, 2025	OCTOBER 24, 2025
OCTOBER 1, 2025	OCTOBER 31, 2025	NOVEMBER 3, 2025	NOVEMBER 19, 2025
NOVEMBER 1, 2025	NOVEMBER 30, 2025	DECEMBER 1, 2025	DECEMBER 17, 2025
DECEMBER 1, 2025	DECEMBER 31, 2025	JANUARY 5, 2026	JANUARY 21, 2026
JANUARY 1, 2026	JANUARY 31, 2026	FEBRUARY 2, 2026	FEBRUARY 23, 2026
FEBRUARY 1, 2026	FEBRUARY 28, 2026	MARCH 2, 2026	MARCH 24, 2026
MARCH 1, 2026	MARCH 31, 2026	APRIL 1, 2026	APRIL 24, 2026
APRIL 1, 2026	APRIL 30, 2026	MAY 1, 2026	MAY 22, 2026
MAY 1, 2026	MAY 31, 2026	JUNE 1, 2026	JUNE 23, 2026
JUNE 1, 2026	JUNE 30, 2026	JUNE 26, 2026	JULY 22, 2026
JULY 1, 2026	JULY 31, 2026	AUGUST 3, 2026	AUGUST 25, 2026

CATEGORIES

Category	Required hours or days per month	TRS memberships or FICA	Qualifies for Insurance
1	Must work no less than 15 hours per week	TRS Membership * TRS requires 15 hours per week of service to ensure compliance with membership requirements	Yes * TRS retirees are not eligible for a retirement plan or health insurance monthly allowance
2	Must work no less than 8 hours and no more than 14 hours per week	FICA alternative plan	No

Note: Temporary Teacher Categories can be changed during the completion of your annual renewal and during the school year for extenuating circumstances. Contact the SubHub Department via email at subhub@esc1.net to request to change your category.



REGION ONE EDUCATION SERVICE CENTER

2025-2026 Work Calendar (226-Days)

September 2025						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
SU	M	TU	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
SU	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
SU	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
SU	M	TU	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 ESC Closure Date

 Weather Day

 Payroll Changes Due

 Monthly Pay Day

 Professional
Development Day (Mandatory Attendance)

5 Flex Days

Staff may use the 5 Flex Days at their discretion any time throughout the year, with prior supervisor approval.

LEAVES/ABSENCES

MEDICAL LEAVE

SHORT-TERM

Absence for less than
3 consecutive days

Notify SubHub
Email: subhub@esc1.net
Phone: (956) 984-6044

EXTENDED

Absence for
3 + consecutive days

Notify Cynthia Rocha, HR
Benefits Specialist via
Email: cyrocha@esc1.net
Phone: (956) 984-6134

If it's a surgery, medical paperwork will be needed in case there are restrictions.

The employee should submit medical certification of the need for leave if: the employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family.

NON - MEDICAL LEAVE

SHORT OR LONG - TERM

Absence for more than
5 consecutive days

Notify SubHub
Email: subhub@esc1.net
Phone: (956) 984-6044

The employee should notify SubHub prior to being absent if the employee will not be able to meet the required hours in a given week.



BOARD POLICY DEB (LOCAL)

Duties and Responsibilities

[8]

Temporary Teachers Must:

- Wear Region One ID badge at all job assignments
- Display Region One parking permit in vehicle while on school property; park in designated spaces
- Wear appropriate apparel for the day's assignments, ensuring it is not excessively tight, too short, distressed, or in need of repair, as this reflects the professionalism of the ESC
- Cover visible tattoos while in teaching assignments
- Refrain from wearing jeans unless it is Friday and paired with a school spirit shirt, or if permitted by campus policy
- Review lesson plan
- Study seating charts & take attendance
- Review emergency procedures
- Stand in doorway and greet students with a smile
- Preserve regular routine in the classroom
- Do not take money from students
- Utilize classroom materials: textbook/workbooks, supplies & equipment
- Expect the unexpected
- Bring out the best in students
- Build a positive relationship with students
- Be an example
- Leave the room neat and in order
- Not use their cell phones, IPAD's etc. during instruction time
- Not use the school computers unless given permission to do so for instructional purposes



JOB ASSIGNMENT EXPECTATIONS

[9]

TARDY OR LATE TO A JOB

- Inform the school
- Do not expect payment if replacement is found due to tardiness

Reminder: If you cancel an assignment, the system will block you for that day.

CANCELLING A JOB ASSIGNMENT

- Remove the job assignment from your calendar as soon as possible
- If cancelling the day of the assignment - contact the school
- Cannot cancel a job assignment to take another job assignment

ARRIVING AT A JOB ASSIGNMENT

- ARRIVE 10 minutes BEFORE CLASS BEGINS
- Report to THE OFFICE for instructions
- Clock in/out using DESIGNATED COMPUTER ON CAMPUS (OmniSub)
- Sign in on the document provided by the campus office staff
- Inform school secretary if unable to clock in/out

CONFERENCE/PLANNING PERIOD

- Report to the office during your conference and/or planning period
- The school will place you where you are needed

LEAVING FEEDBACK

- What type of information should the feedback include?
 - Positive feedback; such as helpful students/good behavior
 - Students that were absent
 - Issues with students; if any
 - Change in lesson plans, if any
 - Include your Region One ESC email for feedback

Feedback must be given with professional judgement; if you had a bad day, wait before submitting the feedback.



EXPECTATIONS

Release of Students:

Verify with the campus regarding the procedures for releasing students at the end of the instructional day.

A student should not be released to anyone without an official notification from the building Principal or designee.

No one is allowed in the room unless told otherwise.

Lunch Time:

Half Day Assignment

- If the teacher has a scheduled lunch period during your AM half day assignment, then you are to report to the office during this time.
- If the lunch period occurs during the half day PM, then there is no expectation of being given time because you may be needed to cover another class.

Full Day Assignment

- Temporary Teacher will have approximately 30 minutes of duty - free lunch.

End of Day:

- Remain in the classroom until the last student has been picked up, if applicable.
- Organize Classroom
- Leave Feedback for the Teacher
- Report to the Office
- Clock Out Using TimeClock Plus

Inform Campus Secretary if you are unable to clock in and out.

Class Observations:

Meeting Expectations:

- Actively monitoring students
- Students are engaged
- Praising students/positive feedback
- Effective classroom management

Not Meeting Expectations:

- Lack of monitoring
- Sitting behind the desk
- Cell phone usage by students and/or Temporary Teacher
- Lack of enthusiasm

EXPECTATIONS

Annual Renewal:

Each year, the SubHub Department will hold, at a minimum, one annual meeting with all temporary teachers. Annual renewal forms, benefit information on health insurance, and updates to processes and procedures are discussed. This renewal is mandatory for all temporary teachers.

All attendees must register for the meeting by visiting the Professional Development webpage at <https://apps.esc1.net/ProfessionalDevelopment/RegionOne>

Safety/Emergency:

To maintain a safe work environment, employees should follow general safety rules. Below are some general guidelines:

- Do not lift anything heavy. Ask for assistance from custodians or office staff if any items need to be moved while assigned to a classroom.
- Do not climb on chairs, tables, etc.
- Pay attention when walking to avoid spills or any potential hazards.

In the event of a work-related injury or illness, the temporary teacher should notify the campus administrator and Pricilla Rosillo, SubHub Director (956) 984-6044 or via email prosillo@esc1.net. In addition, notify Cynthia Rocha, HR Benefits Specialist at (956) 984-6134 or via email at cyrocha@esc1.net.

An accident report should be filed within 24 hours.

Communication:

The purpose of communication is to convey messages to one another regarding employment practices and procedures. Methods of communication used by Region One ESC include, but are not limited, to phone calls, newsletter, emails to ESC email address, letters, web alerts, and text messages through Blackboard.

The temporary teacher should communicate with the staff at Region One ESC when receiving a message from the center, SubHub Department, or campus user.

Employment:

Employment as a temporary teacher is non-contractual and is on an at-will basis. At-will employees are free to resign at any time for any reason or for no reason. The Executive Director may dismiss an at-will employee at any time for any reason not prohibited by law or for no reason. (Policy DAA)

Employees who no longer wish to be employed by Region One ESC must submit written notification to the SubHub Department via email: subhub@esc1.net.

CLASSROOM MANAGEMENT [11A-D]

Maximizing student engagement in classroom activities and optimizing the use of instructional time are key strategies for achieving effective classroom management.



TIME

- Plan - Read instructions & review materials/lesson plans
- Have a system
- Prioritize
- Don't waste time - lead the class



SPACE

- Visibility - maintain good eye contact, facial expressions & gestures
- Accessibility - actively monitor the classroom
- Distractibility - avoid turning your back to the class



STUDENT BEHAVIOR

- Establish goals
- Teach procedures
- Teach rules - Follow & practice rules consistently
- Consequences - engage with students by enforcing classroom rules

STUDENT ENGAGEMENT

Students are actively involved, interested in the subject-matter, and are eager to participate in their learning process.

7 Ways to Keep Students Engaged



1. Use the **10:2 method** (10 mins of instruction, 2 mins. of processing time)
2. Incorporate **movement** into your lessons
3. Pick up the pace!
4. Provide **frequent** and **effective** feedback
5. Allow students 5-7 seconds of **Think Time** when asking questions
6. Have students use the **3-2-1 method of summarizing** (3 things learned, 2 interests, 1 question)
7. Periodically **pause mid-sentence**; requires students to fill in the blank

Safety Emergency Procedures

Follow District Policy

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

TEACHERS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured student:s or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured student:s or adults

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<http://loveuguy.org>



ACTIVE SHOOTER

AVOID

STARTS WITH YOUR STATE OF MIND
HAVE AN EXIT PLAN

DENY

WHEN GETTING AWAY IS DIFFICULT OR MAYBE EVEN IMPOSSIBLE
KEEP DISTANCE BETWEEN YOU AND THE SOURCE

DEFEND

BECAUSE YOU HAVE THE RIGHT TO PROTECT YOURSELF
IF YOU CANNOT AVOID OR DENY, BE PREPARED TO DEFEND YOURSELF

CODE OF ETHICS



Shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.



Shall not intentionally knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.



Shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.



Shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student based on race, color, gender, disability, national origin, religion, family status, or sexual orientation.



Shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.



Shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.



Shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.



Shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.



Shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.



Shall timely disclose the fact of an arrest. The fact of an arrest alone does not establish that criminal conduct has occurred. However, the ESC may terminate from employment any person who fails to timely disclose the fact of an arrest. The ESC may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

SOP 2.1.2 - ANY ARREST, INDICTMENT, CONVICTION, NO CONTEST OR GUILTY PLEA, MUST BE REPORTED WITHIN 3 CALENDAR DAYS TO BRENDA MORA, EXECUTIVE ADMINISTRATOR FOR HUMAN CAPITAL AT (956) 984-6100.



INCIDENTS

[14A,B]

The following behaviors are not permitted - may be subject to removal and/or termination:

- Use of vulgar language
- Endangering students
- Making sexually or racially inappropriate verbal/written comments or displaying improper graphic or physical conduct or subjecting students to racial or sexual harassment
- Inappropriate physical contact with a student(s)
- Insubordination
- Intentional violation of school rules/regulations
- Refusal to follow instructions and/or lesson plans left by the classroom teacher
- Any other inappropriate behavior

REMOVAL

Principals may request that certain temporary teachers not be assigned and/or removed from their campus

- The temporary teacher may be restricted immediately from providing services pending the results of any investigation required for any policy violations.
- Two removal from Districts may result in termination.

CAMPUS

principal contacts the SubHub office:

- submits a Removal Form indicating the reason
- SubHub Coordinator will contact Temporary Teacher to inform them of the removal

DISTRICT

Removal from a district requires Superintendent request

- submit A Removal Form indicating reason
- SubHub Coordinator will contact Temporary Teacher to inform them of removal

**If you have questions about campus/district incidents, contact Alyssa Garcia
(956) 984-6044/alygarcia@esc1.net**

WORK-RELATED INJURY

WHAT TO DO?

- The temporary teacher should notify the campus administrator and Pricilla Rosillo, SubHub Director (956) 984-6044 or via email prosillo@esc1.net.
- In addition, notify Cynthia Rocha, HR Benefits Specialist.



**YOUR SAFETY
IS OUR PRIORITY**

We're excited to introduce a new, convenient way to report work-related incidents - with just a scan!

How it Works:

1. Injured while working? Scan the QR code below.
2. Fill out a quick form on your phone.
3. Hit Submit - it's that easy!

Why Report?

1. Reporting helps us create a safer workplace for everyone.
2. Your reports help us identify and address potential hazards.

Questions?
Contact: Cindy Rocha, Benefits Specialist
cyrocha@esc1.net or 956-984-6134

THE POWER OF WORDS

"Our words have the power to decide whether a child's day will be filled with wondrous discovery and excitement or with anxiety and discouragement."

- Rollins Center for Language & Literacy

TIPS:

- Greet each student individually and warmly each day and each class period
- Build rapport with students
- Keep your composure
- Treat students as you would like them to treat you
- Do NOT touch students while disciplining
- DO NOT get into a power struggle with disorderly students

THINK BEFORE YOU ACT

- Manage your thoughts
- Consider the facts
- De-escalate behavior
- Disengage behavior

EFFECTIVE LISTENING

- Listen actively
- Be assertive, not aggressive



If you suspect the student presents a safety risk to you, to self, or to others, call the office for immediate assistance.

THE THREE B'S

Be Safe

Be Respectful

Be Responsible

1. You've got it made!
2. Super!
3. That's right!
4. That's good!
5. You are very good at that.
6. Good work!
7. Exactly right!
8. You've just about got it.
9. You are doing a good job!
10. That's it!
11. Now you've figured it out.
12. Great!
13. I knew you could do it.
14. Congratulations!
15. Not bad.
16. Keep working on it; you're improving.
17. Now you have it.
18. You are learning fast.
19. Good for you!
20. Couldn't have done it better myself.
21. Beautiful!
22. One more time and you'll have it.
23. That's the right way to do it.
24. You did it that time!
25. You're getting better and better.
26. You're on the right track now.
27. Nice going.
28. You haven't missed a thing.
29. Nice Going
30. That's the way.
31. Keep up the good work.
32. Terrific!
33. Nothing can stop you now.
34. That's the way to do it.
35. Sensational!
36. You've got your brain in gear today.
37. That's better.
38. Excellent!
39. That was first class work.
40. That's the best ever.
41. You did that very well.
42. Perfect!
43. That's better than ever.
44. Much better!
45. Fine!
46. Nice going.
47. Fantastic!
48. Tremendous!
49. That's great.
50. Congratulations, you got it right!

51. You did a lot of work today.
52. Marvelous!
53. Cool!
54. Now that's what I call a fine job.
55. You've got the hang of it!
56. I've never seen anyone do it better.
57. It's a classic.
58. Right on!
59. Congratulations, you only missed ...
60. Keep on trying!
61. Good job!
62. That's really nice.
63. What neat work!
64. That's clever.
65. You make it look easy.
66. Muy Bien!
67. Superior work.
68. I knew you could do it.
69. You're doing fine.
70. Good thinking.
71. Good going.
72. Wonderful!
73. That's a real work of art.
74. Superb!
75. Good remembering!
76. You've got that down pat.
77. You certainly did well today.
78. Keep it up!
79. Outstanding!
80. You're really improving.
81. You are learning a lot.
82. Good going.
83. I'm impressed.
84. You must have been practicing.
85. That's it.
86. I like that.
87. Way to go.
88. You've just about mastered that.
89. That's an interesting way of looking at it.
90. That's coming along nicely
91. Super-Duper!
92. Out of sight.
93. It looks like you've put a lot of work into this.
94. Good for you!
95. You remembered!
96. Thanks!
97. That's A work.
98. Very interesting.
99. Good thinking
100. That's a good point.
101. Wow!



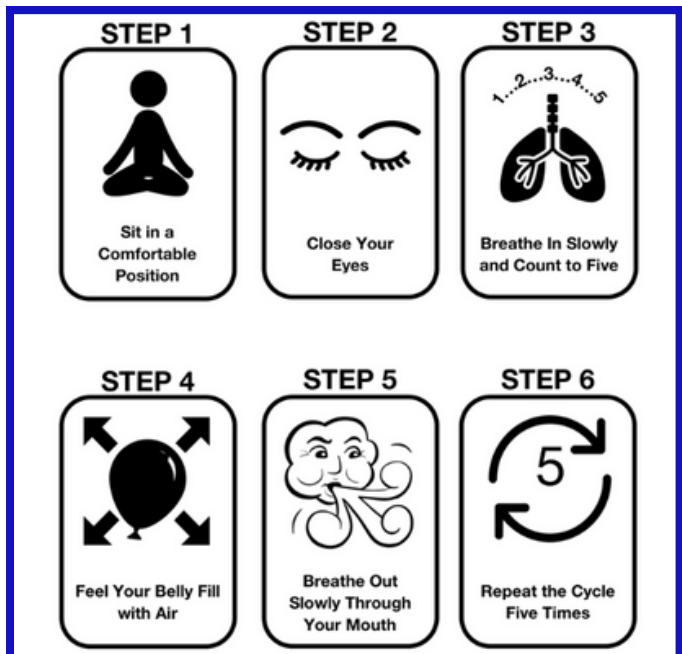
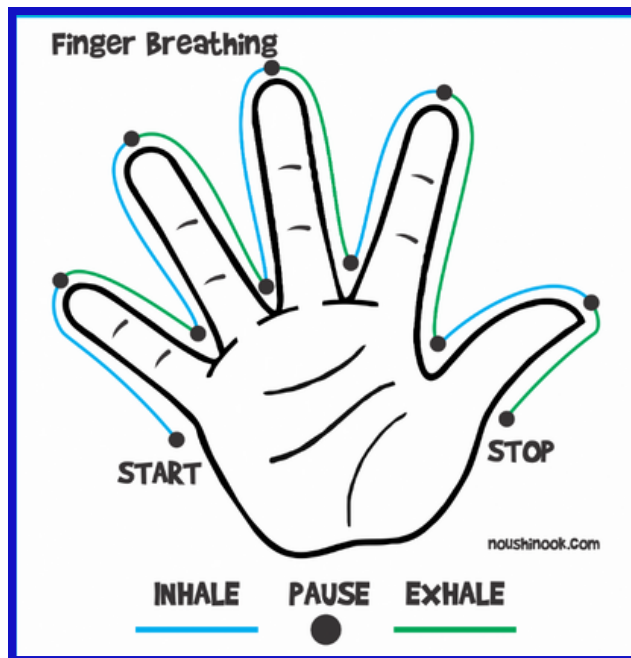
TRANQUILITY TIPS:

Strategies for Relaxation and Stress Coping

20 WAYS TO UNWIND AT HOME

Read something inspiring, change into comfortable clothes, play with your pet, meditate, light scented candles, listen to your favorite music, use aromatherapy, reflect on your joys, take a bubble bath, marvel at the night sky, work on a hobby, blow bubbles, sip a cup of hot chocolate or tea, do yoga, write down pleasant thoughts, go for a walk, give yourself a facial, massage your arms, hands, legs, feet, neck and shoulders, phone a friend, laugh out loud

JUST BREATHE



LIFESTYLE CHANGES FOR A MORE RELAXED OUTLOOK

1. Avoid clutter
2. Accept the things you cannot change
3. Look for the learning opportunity in every challenge
4. Simplify your schedule
5. Take time for yourself each day
6. Spend time with positive people

RESOURCES



EDUCATIONAL WEBSITES

- ABCTEACH.COM
- MES-ENGLISH.COM
- EDHELPER.COM
- EDUCATIONWORLD.COM
- NSTA.ORG
- PBSLEARNINGMEDIA.ORG
- GONOODLE.COM
- KAHOOT.COM
- NICHE.COM
- TEACHNET.COM
- TEACHERVISION.COM
- WEARETEACHERS.COM



LIVEBINDER



SUBHUB - FACEBOOK



REGION ONE ESC LOGIN DIRECTORY

WWW.ESC1.NET/RESOURCES/LOGIN-DIRECTORY

QUICK ACCESS

Skip the Call—Scan the QR Code!
Submit Your Form and Get Instant Confirmation!

OmniSub Missed Clock in/out Form

If you experience any issues with clocking in or out on OmniSub, please scan and complete the required form to report the problem.



<https://bit.ly/MissedPunches>

Notification of Weekly Hours not Met

If you are unable to complete your weekly hours for any reason, please scan and complete the required form to report this.



<https://bit.ly/NotMetHours>

For further assistance or if you have any questions,
contact the SubHub office at 984-6044.



Region One ESC SubHub

LiveBinder

We've created a LiveBinder that provides easy access to a range of resources, including documents, links, videos, and notes.

Each binder will be organized with tabs and sections to help streamline your lesson planning and resource management.

You'll have a well-organized and easily navigable collection of materials at your fingertips to support your educational needs.

To access:

<https://bit.ly/SubHubLiveBinder>

Access Key:

Subhub1

CHECK
IT OUT
↓





Be Nominated as an Outstanding Temporary (Substitute) Teacher!

We're thrilled to introduce an exciting opportunity to celebrate exceptional temporary teachers for their outstanding contributions to our schools. Each month, we'll feature one remarkable temporary teacher in our SubHub Monthly Newsletter, "Temp Talk Chronicles"

To be considered for "TT of the Month," nominees should demonstrate:

Reliability

Consistently punctual and dependable, ensuring a smooth and effective learning environment.

Initiative

Proactively takes on additional responsibilities and goes above and beyond to support both students and staff.

High Demand

Frequently requested by campuses for their outstanding performance and positive impact on the classroom.

If you exemplify these qualities as a temporary (substitute) teacher, we encourage you to submit a nomination for yourself. Let's celebrate those who make a difference in our educational community!

***To nominate yourself as a Temporary Teacher of the month,
contact the SubHub office at
(956) 984-6044/subhub@esc1.net***

DATE:

WE DIDN'T GET TO

COMMENTS/NOTES

[illegible]

BEHAVIOR REPORT

Date: _____

[illegible]

DAILY LESSON PLAN

Subject:	Grade:	Date:
Class objective:		
Resources:	Strategies:	
Warm-up:		
Keywords:		
Development:		
Keywords:		
Closure:		
Keywords:		

WEEKLY LESSON PLAN

Grade:

Subject:

LESSON 1

Objective:

Instructions:

LESSON 2

Objective:

Instructions:

LESSON 3

Objective:

Instructions:

LESSON 4

Objective:

Instructions:

LESSON 5

Objective:

Instructions:

Attendance

[illegible]

YEAR OVERVIEW

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

YEAR OVERVIEW

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY



This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color. There are no margins, text, or other markings present on the page.



This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across the entire width of the page, providing a guide for writing. The background is a clean, solid white color. There are no margins, text, or other markings present on the sheet.



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