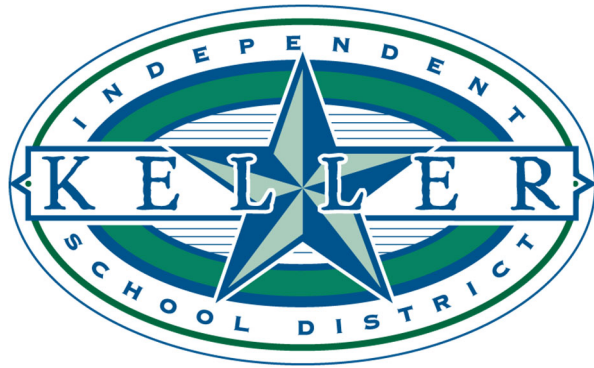




Keller ISD
Substitute Handbook
2025 - 2026

Keller Independent School District
350 Keller Parkway
Keller, Texas 76248
817.744.1000

2025 - 2026
BOARD OF TRUSTEES
President John Birt, Place 4

Vice President Heather Washington, Place 7

Secretary Randy Campbell, Place 1

Trustee Jennifer Erickson, Place 2

Trustee Chelsea Kelly, Place 3

Trustee Chris Coker, Place 5

Trustee Charles Randklev, Place 6

**Keller Independent School District is an equal opportunity employer and does not discriminate against persons because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Keller Independent School District prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities. The Title IX Coordinator is Amanda Bigbee, General Counsel, 350 Keller Parkway, Keller, TX 76248 817.744.1000.*

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Calendar



INSTRUCTIONAL CALENDAR 2025

2025

JULY

S	M	T	W	T	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		

July 1-4 | Keller ISD Offices Closed

AUGUST

S	M	T	W	T	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
24/31	25	26	27	28	29	30

Aug. 4-12 | Teacher Prep/Prof. Learning
Aug. 13 | First Day of School

SEPTEMBER

S	M	T	W	T	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				

Sept. 1 | District Holiday (Labor Day)

OCTOBER

S	M	T	W	T	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	

Oct. 10 | Student Holiday (ES Parent Conf.)
Oct. 13-17 | District Holiday (Fall Break)

NOVEMBER

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

Nov. 24-28 | District Holiday (Thanksgiving)

DECEMBER

S	M	T	W	T	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			

Dec. 18 | Early Release [Grades 9-12]
Dec. 19 | Early Release [All Schools]
Dec. 22-31 | District Holiday (Winter Break)

2026

JANUARY

S	M	T	W	T	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

Jan. 1-2 | District Holiday (Winter Break)
Jan. 5 | Student Holiday (Teacher Prep)
Jan. 19 | District Holiday (MLK Day)

FEBRUARY

S	M	T	W	T	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

Feb. 13 | Student Holiday (Teacher Prep)
Feb. 16 | Student Holiday (Teacher Prep)

MARCH

S	M	T	W	T	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				

March 13 Student Holiday (Teacher Prep)
March 16-20 | District Holiday (Spring Break)

APRIL

S	M	T	W	T	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		

April 3 | District Holiday (Teacher EQ Day)
April 6 | Student Holiday (Teacher PD)

MAY

S	M	T	W	T	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
24/31	25	26	27	28	29	30

May 20 | Early Release [Grades 9-12]
May 21 | Early Release/Last Day of School
May 22 | Teacher Prep Day
May 23 | Graduation May 25 | Memorial Day

JUNE

S	M	T	W	T	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				

www.KellerISD.net



H District Holiday (Schools/Offices Closed)

EQ District Holiday/Teacher EQ Day (Schools/Offices Closed)

PD Student Holiday (No School | Teacher Prep/Professional Learning/ES Parent Conf.)

SA State/AP Assessment

ER Early Release (All Schools)

ER Early Release (High Schools/9-12)

[] Start/End of Grading Period



General Information

SUBSTITUTE TEACHER DUTIES & RESPONSIBILITIES



SUBSTITUTE TEACHER SKILLS & KNOWLEDGE

- Supervise students
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Ability to be patient, flexible, and versatile
- Basic technology competencies
- Model good moral standards

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational beliefs and values; communicate openly and effectively.
- Report to the principal or campus designee upon arrival at least 20 minutes before the official school opening.
- Review with the principal, team leader, department head, etc. all lesson plans and schedules to be followed for that day.
- Implement the lesson plans that are left by the teacher.
- Assume responsibility for overseeing student behavior in class during duty time and recess periods.
- Manage student behavior in accordance with Student Code of Conduct, student handbook and campus expectations.
- Take all necessary reasonable precautions to protect students, equipment, materials, and facilities.
- Write a note about work completed at the end of each teaching day and leave it for the regular classroom teacher.
- Report to the campus principal or campus designee at the conclusion of the teaching day concerning any problems, instructions to return to the teacher, etc.
- Perform all extra duties for absent teacher as required by campus principal or designee.
- Utilize effective communication skills to present information accurately and clearly.
- Establish and maintain professional communication with parents, students, and district personnel; ensure that all interactions are supportive, courteous, and respectful.
- Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Perform other related duties as assigned.

SUMMARY

Supervise the daily activities of assigned students and perform the classroom duties of the regular Teacher/Aide as appropriate.



QUALIFICATIONS

Education/Certification:

- High School Diploma or GED
- Bachelor's degree and / or appropriate certification required for long-term assignments
- Communicate effectively with students and staff
- Experience working with children and young adults preferred
- Clear Background Check

APPLICATION

If you are interested in becoming a Keller ISD employee substitute, please refer to the “Substitute” page of our website where all requirements and processes for becoming a substitute are outlined.

- Click on the “Substitute” link under the "Human Resources" section of our website at: www.kellerisd.net
- In all cases, Keller ISD will attempt to hire certified teachers as substitutes whenever possible.

AVAILABILITY

Substitutes are called in most cases by the computerized absence reporting system. However, if no job has been previously assigned, substitutes are always encouraged to go online to our computerized absence reporting system to look at the available jobs. Substitutes may be placed on school priority lists in accordance with the individual school processes or preferences based on previous performance.

Accordingly, substitute employees who are consistently unavailable for work when called by the automated system or contacted by district personnel with job offers, will be placed on a low priority list. Please use Absence Management (Aesop) to enter your work day availability, so that we will contact you assignments when you are available.

BAD WEATHER DAYS

Some days may become too dangerous for students and employees to travel to and from school because of weather conditions. If you have accepted jobs for any of these days, you should monitor the Keller ISD website for information on Keller ISD closings. If the Keller ISD computerized absence reporting system continues to call you the morning of a closing, please press the * button to discontinue calls. You will not be paid for any day that Keller ISD is closed.

STATUS CHANGES

Substitutes must notify Human Resources of any changes to address, phone number and/or email address through the Employee Access Center (EAC) on www.kellerisd.net. Substitutes are responsible for providing the Human Resources Department with any newly earned teaching certificates or school transcripts.

RESIGNATIONS

Substitutes are required to turn in a written letter of resignation to Human Resources if the individual desires to be removed from substitute list. Additionally, failure to return the Letter of Reasonable Assurance at the end of each school year will be considered a voluntary resignation.

CONDITIONS FOR CONTINUATION OF EMPLOYMENT

Substitutes will be required to work a minimum of five (5) full days or ten (10) half days during the fall semester, and five (5) full days or ten (10) half days during the spring semester. Substitutes not meeting this requirement will be considered inactive and removed from the active substitute pool. Individuals removed from the substitute list, due to inactivity, must reapply and meet the current hiring requirements. Keller ISD will afford substitute employees the opportunity for continuation of employment for each succeeding year by signing a Letter of Reasonable Assurance issued by the District annually to all substitute employees who have performed their duties in an acceptable manner.

EDUCATION CLASS DEFINITIONS

The information listed below is an explanation of the various Educational Classes you may encounter when working as a substitute for Keller ISD.

Bilingual Aide

This position works with Bilingual teachers to support classroom instruction in various grades.

P.E. Aide

This position works with the physical education teacher and assists with the supervision of students, demonstrations, and some instruction.

Resource Aide

This position works with special education students on specific content areas, goals, and objectives utilizing approved interventions.

Resource/Inclusion Aide

This position works with special education students to provide instructional support across school environments.

ISS Aide (In-School Suspension)

This position works with students who have been assigned by an administrator for discipline reasons. The students do their regular classroom assignments given by the teacher of record.

PPCD (Preschool Program for Children with Disabilities)

This position works in the PPCD classroom with 3 and 4-year-old students with disabilities. Aides may be required to assist with toileting, dressing, and diaper changing and feeding.

Life Aide

This position works with special education students in a self-contained classroom on functional academics and life skills individually developed for each student. Aides may be required to assist with toileting, dressing, and diaper changing and feeding.

Life Aide (Medically Fragile)

This position works with special education students in a self-contained classroom. Instructional focus is on self-help skills such as toileting, feeding, diaper changing, and alternative academic activities. This position may also require implementation of a health services plan.

STACC Aide

This position works with the teacher to provide for physical and instructional needs of students with disabilities in a special education setting.

STARS Aide / STRIDES Aides

This position works with the teacher to provide instructional and behavioral support for students with disabilities across school settings.

Pre-K Aide

This position assists the Pre-K teacher with instructional needs of students enrolled in Pre-Kindergarten.

Educational Aide – Title 1

This position assists the teacher in preparation and management of classroom setting. Provides instruction to students in individual or small group settings as directed by the teacher of record.

EMERGENCIES

Administrators conduct fire, tornado, and other emergency drills designed to assure the orderly movement of students and personnel to the safest areas available. All substitute employees should become familiar with the evacuation plans posted in their areas. Substitute employees should ask the campus principal or designee about safety plans and posted evacuation routes upon checking into any unfamiliar building.

EMPLOYEE ACCESS CENTER (EAC)

The Employee Access Center (EAC) is easily accessible through the Keller ISD website at: www.kellerisd.net. By following the steps below, substitutes are able to do the following:

- View and print current pay information
- Print past pay stubs
- Access W-2 forms
- Change address, phone numbers, email address, and personal emergency contacts

To access the EAC from the Keller ISD Homepage:

- Go to: www.kellerisd.net
- Scroll to the bottom of the page and click on the "EAC" link
- Enter your username (5-digit employee ID) and password (9-digit social security number)
- Use the links on the left to navigate to your pay information

EMPLOYEE ID BADGE

All Keller ISD employees, including substitute employees, are required to wear the Keller ISD ID badge at all times. Any adult without an ID badge or visitor sticker should be escorted to the office. A Keller ID badge will be given to you at the time of hire. If the Keller ID badge is lost or stolen, report it to the Human Resources Department by calling (817) 744-1082 immediately. (****There is a \$15 fee for all replacement badges***).

EMPLOYMENT STATUS

When the application is approved, all necessary forms are completed, satisfactory Criminal History Record and reference checks are returned, and training is complete, the candidate's name may be added to the substitute list. Completion of this process does not guarantee placement on the substitute list. Consideration for employment as a substitute employee is at the discretion of the district.

FINGERPRINT INFORMATION

All approved substitute employees are required to be fingerprinted through TEA before being eligible to work. The substitute is responsible for the cost of fingerprinting.

HOURS

The school day schedule varies at the different schools. The bell schedule for KISD's campuses are listed below.

Campus Level	Start Time	End Time
High Schools	8:30 a.m.	4 p.m.
Middle Schools*	8:30 a.m.	4 p.m.
Intermediate Schools	7:45 a.m.	3:15 p.m.
Elementary Schools	7:55 a.m.	3:25 p.m.
Early Learning Centers	8:10 a.m.	3:40 p.m.

*Keller Collegiate Academy follows the same bell schedule as Keller ISD high schools.

**Indian Springs Middle School and Timberview Middle School follow a Middle School Bell Schedule despite the fact that they serve grades 5-8.

FULL & HALF DAY GUIDELINES

Assignments will be listed in Absence Management (Aesop) as half day or full day. These are the guidelines for full day/half day determinations:

1. A half-day assignment consists of any assignment that lasts approximately 4 hours. Substitutes who work **approximately four (4) hours or less** per day will be credited for one-half day's work.
2. Full day assignments consist of any job that covers most of the instructional day. Substitutes who work over **well over four hours*** per day will be credited for having worked one full day.
3. The substitute is expected to remain on duty until all students have safely left the campus or have been picked up by the appropriate parent, bus, daycare service, etc.

Early Release days are considered half days unless scheduled more than 4 hours 30 minutes.

*Substitutes who are originally scheduled for a half day assignment but work long enough to qualify for full day pay, are expected to stay for full day and teach additional classes or perform other duties within reason if requested by the campus.

LATE ASSIGNMENTS

When accepting a FULL or HALF day assignment where school has already begun, you must contact the campus to see if a substitute is still needed for the full day. In some instances, the campus may have already made arrangements to cover the class in the morning but will need a substitute for the afternoon.

If a substitute accepts a position for either of the above situations and reports to campus without contacting the campus ahead of time, and the campus has another substitute in place, the substitute that did not contact the school ahead of time will not sign in and will not be paid, unless they are assigned to another full or half day position within the district.

REPORTING TO WORK

All substitute employees need to check in with the campus Substitute Coordinator when reporting for work. Do not report to the classroom, as you risk not being paid for that day if you fail to complete the sign-in process.

If you cannot fulfill an assignment accepted previously, you are responsible for canceling the assignment in Aesop as soon as possible. If you need to cancel a job assignment, you are responsible for the professional courtesy of contacting the campus. *****Please note--frequent last-minute cancellations, or not reporting for substitute assignments may limit your ability to substitute for the district.***

*****No reminder calls or notices for scheduled jobs are given. The automated calling system will not call you regarding the advance date. Please put the date(s) on your calendar and be responsible for your own schedule.***

TOBACCO PRODUCTS

Smoking and the use of tobacco products, including “e-cigarette” or vape devices, by employees shall be prohibited on school property, in school-owned vehicles, and while supervising students in school-related events.

WORK-RELATED INJURIES

Injuries occurring during the course and scope of the substitute employee’s job duties must be reported to the employee’s primary supervisor (principal/assistant principal) at the time of the injury. The substitute employee is required to complete a First Report of Injury (FROI) form regarding the injury. The Employee Accident Report form is located on each campus within the Keller ISD school district.



Payroll Information

CLOCK-IN PROCEDURES

Keller ISD uses Frontline Time and Attendance to track time worked. It is also recommended that you keep a calendar of the dates you worked, the Teacher/Aide for whom you subbed, and at which campus you worked, whether it was a full or half day substitute job, and the job number. This will come in handy in case you feel there is a discrepancy in your paycheck.

If you fail to clock in and out at the campus, or find a discrepancy in your paycheck, you will need to contact the campus substitute coordinator for correction.

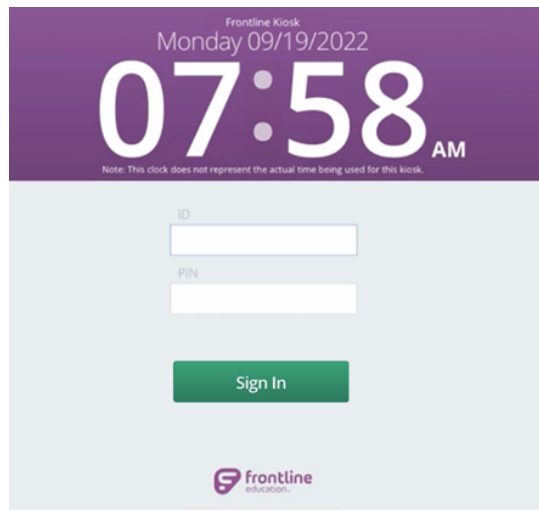
All substitute teachers, whether a daily, long-term, or campus-based/district-based, are required to clock.

TIME AND ATTENDANCE INSTRUCTIONS

****You MUST clock at the beginning and end of each job assignment****

Clock using the designated computer on each campus.

You will receive an email with your user ID and PIN.





Keller Independent School District

2025-2026

Payroll Distribution and Deadline Schedule

Substitute/Child

Nutrition/Crossing Guard Pay

Pay Period Dates		Bi-Weekly			Deadline
Beginning	Ending	Direct Deposits AVAILABLE ON THIS DATE	Sub PR	CN PR	ALL Changes, Additions, and Extra Duty Time Sheets (including direct deposits and W-4s) MUST BE IN Payroll No later than 5 PM
07/27/25	08/09/25	08/22/25	S38	D50	
08/10/25	08/23/25	09/05/25	S39	D51	08/26/25
08/24/25	09/06/25	09/19/25	S40	D52	09/09/25
09/07/25	09/20/25	10/03/25	S41	D53	09/23/25
09/21/25	10/04/25	10/17/25	S42	D54	10/07/25
10/05/25	10/18/25	10/31/25	S43	D55	10/21/25
10/19/25	11/01/25	11/14/25	S44	D56	11/04/25
11/02/25	11/15/25	11/28/25	S45	D57	11/18/25
11/16/25	11/29/25	12/12/25	S46	D58	12/02/25
11/30/25	12/13/25	12/26/25	S47	D59	12/16/25
12/14/25	12/27/25	01/09/26	S48	D60	12/30/25
12/28/25	01/10/26	01/23/26	S49	D61	01/13/26
01/11/26	01/24/26	02/06/26	S50	D62	01/27/26
01/25/26	02/07/26	02/20/26	S51	D63	02/10/26
02/08/26	02/21/26	03/06/26	S52	D64	02/24/26
02/22/26	03/07/26	03/20/26	S53	D65	03/10/26
03/08/26	03/21/26	04/03/26	S54	D66	03/24/26
03/22/26	04/04/26	04/17/26	S55	D67	04/07/26
04/05/26	04/18/26	05/01/26	S56	D68	04/21/26
04/19/26	05/02/26	05/15/26	S57	D69	05/05/26
05/03/26	05/16/26	05/29/26	S58	D70	05/19/26
05/17/26	05/30/26	06/11/26	S59	D71	06/01/26

* No Benefits nullified on D50 or D57

Keller ISD Substitute Pay Scale

Education	Regular Rate	Consecutive Days Rate (Day 11+)	Long-Term Rate (Teaching Positions)	Long-Term Rate beginning on Day 45+ (Teaching Positions)
High School Diploma/Equivalent	\$70.00	\$80.00	N/A	N/A
30+ College Hours	\$80.00	\$90.00	N/A	N/A
Bachelor's Degree	\$95.00	\$105.00	\$125	N/A
Current Out of State Valid Teaching Cert.	\$95.00	\$105.00	\$125	\$125
Texas Certified	\$100.00	\$110.00	\$135	\$200*

Substitutes must show proof of education. To be considered "Texas Certified", the substitute must hold a valid Texas Educator Certificate. All long-term teaching assignments should be filled by a substitute holding a valid Texas Teachers Certificate or Bachelor's.

Consecutive Work Status

Consecutive work status begins on the 11th consecutive day and is established by fulfilling half or full day assignments for teachers, paraprofessionals, and some District positions. The work location may vary daily within an individual campus or across the District. The daily rate of pay will increase by \$10 and continue until there is a break in service, at which time the daily rate returns to the Regular Rate and the daily count reverts to Day 1. Any exceptions shall be approved by a Director of Human Resources.

Long-Term Assignments

A long-term assignment is defined as any teaching assignment extending over 10 consecutive days for the same teacher. If the long-term assignment is scheduled in advance for longer than 10 consecutive days, then the long-term rate will begin on day 1 of each long-term assignment. If a teaching assignment starts as a regular assignment (10 days or less) and is extended past ten days, then the long-term rate will begin on consecutive day 11 of the assignment.

"Long-Term Rate beginning on Day 45+" pay begins on the substitute's 45th day in the long-term assignment. Each long-term assignment will begin with the regular (Day 1) long-term rate regardless of consecutive assignments.

After being placed on the long-term rate, the principal may approve occasional absences without jeopardizing the long-term rate.

*If the long-term assignment is fulfilling a **vacant** teaching position, then the daily rate of pay of the certified substitute may increase to \$315.51 on day 45+.

Paraprofessional Substitute Scale

Education	Regular Rate Days 1-10	Consecutive Day Rate
Campus (Office) Aide	\$70.00	\$80.00
Central Administration	\$83.00	\$85.00

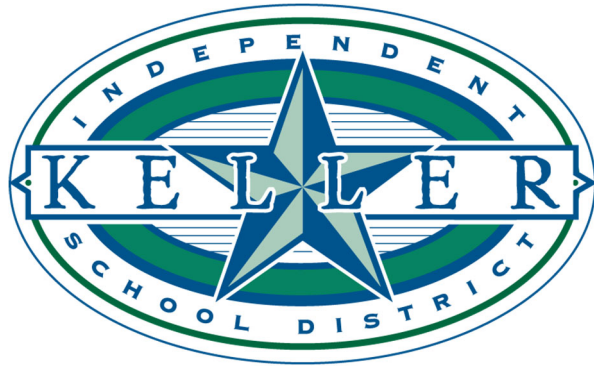
Long-term Paraprofessional assignments may be filled by a non-certified substitute but may be required to be Highly Qualified if substituting at a Title 1 campus.

Certified teachers and individuals holding advanced degrees will be paid based on their Educational Qualifications Rate when substituting in a classroom instructional paraprofessional position.

Paraprofessional assignments do not qualify for Long-term Pay.

PAY SCALE

If your level of education changes at any time, you are responsible for providing a copy of your official transcripts with the degree conferred and date conferred and/or Texas Educator Certificates to Human Resources. Any increases in daily rate will be effective the first day of the next pay cycle. This information could change at any time, please check with Human Resources for any changes to substitute pay or educational qualifications.



Substitute Employee Conduct

ARRESTS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity
4. Crimes involving moral turpitude, which include:
 - Dishonesty, fraud, deceit, theft, misrepresentation
 - Deliberate violence
 - Public lewdness or base, vile, or depraved acts that are intended to arouse or gratify sexual desire of the actor
 - Felony or misdemeanor possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
 - Felony driving while intoxicated (DWI)
 - Acts constituting public intoxication, or disorderly conduct, or operating a motor vehicle while under the influence of alcohol
 - Prostitution
 - Acts constituting abuse or neglect under the Texas Family Code

CONTINUED EMPLOYMENT

Keller ISD will afford substitutes the opportunity for continuation of work for each succeeding year by signing a Letter of Reasonable Assurance, issued annually by Keller ISD to all substitute employees who have performed their duties in an acceptable manner. Failure to return the Letter of Reasonable Assurance by the deadline will be considered a voluntary resignation.

DRESS CODE

Recognizing that all substitutes reflect the standards of Keller Independent School District, and that good taste is a part of a substitute's professional responsibility, substitutes shall:

- Maintain high standards of appropriateness and neatness
- Dress in good taste with no extreme variations
- Hair, mustaches and/or beards should be clean, neat, and well groomed

DRESS CODE (CONTINUED)

The following items are meant as examples, not an exhaustive list:

APPROPRIATE:

Coats/ties, slacks, khakis, golf shirts, casual dresses/skirts, dress pants, cropped pants (just above ankle), capris, clean, comfortable close-toed shoes.

INAPPROPRIATE:

Flip flops, high heels, athletic wear, jeans (except on Fridays), shorts, sweat suits, faded clothing, visible tattoos, visible body piercing(s) (except ears), tank tops, sundresses, sleeveless shirts (men), work boots, midriff/cleavage/undergarments should not be visible

It is understood that different clothing may be appropriate under certain circumstances and for different work assignments. You will be notified of this when you accept an assignment.

If you have doubts about your attire, it is probably best not to wear it.

EXPECTATIONS & GUIDELINES

Substitute teachers should maintain a positive environment wherever assigned and develop conditions for a positive work environment for students and staff. The substitute teacher has the same legal and moral responsibility for the welfare of students as the regular employee.

- Substitute work hours vary. In case of late notification please call the school directly to arrange an acceptable time of arrival on campus.
- Substitutes should arrive on time and stay until the end of the day (times listed in Frontline Aesop).
- Substitutes should check in with the office upon arrival for instructions and should check the teacher's box upon arrival. At the end of the day the substitute should check with the office before leaving the campus to report any problems and ask if he/she is needed the following day.
- Substitutes should familiarize themselves with all safety drill regulations and assigned exits upon entering the classroom.
- Substitute teachers should feel free to call upon the principal, assistant principal, or other teachers for help concerning the day's work. The neighboring teacher can be of tremendous help with scheduling, lesson plans, and knowledge of any special situations.
- Substitutes shall maintain classroom discipline and should refer any disciplinary problems to a neighboring classroom teacher or campus administrator.
- Substitutes should follow the teacher's lesson plans left for the day. If lesson plans are not present immediately report that information to the campus office as they will guide the substitute on where to locate plans for the day.
- Substitutes should always abstain from inappropriate stories, remarks, and conversations about personal life, which could be construed as objectionable in anyway.
- Substitutes should maintain a safe class environment by not leaving their students unattended and refraining from touching students.
- Substitute teachers who are recent high school graduates (within 2 years), will be asked to prioritize aide positions and only substitute teach in Pre-K, Elementary, Intermediate, or Middle School.

EXPECTATIONS & GUIDELINES (CONTINUED)

- Substitutes shall take on all duties of the teacher including, lunch periods, assembly programs, bus duty, recess, hall duty, outside duty, etc.
- Substitutes shall leave a summary of each class and the work completed (and not completed), as well as any information that would be helpful.
- Substitutes are expected to hold all student information as confidential in accordance with FERPA and HIPAA.
- Substitutes with excessive cancellations or little activity (less than 5 days a semester) are subject to removal from the Keller ISD substitute pool.
- Substitutes are subject to reassignment to a different position by the principal or designee if circumstances necessitate.
- Substitutes are not guaranteed a conference/planning time. While not with students, substitutes are expected to report to the campus office to see if they are needed anywhere on campus.

FAILURE TO MEET CAMPUS OR DISTRICT EXPECTATIONS

Substitutes may be blocked from a campus based on campus administration's discretion. Substitutes may be removed from the district substitute list if expectations are not met.

RELIGION IN SCHOOLS

Keller ISD is committed to the constitutional principal of separation of church and state. The Keller ISD Board Policy makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employees from praying or reading religious material during a time when students are not present, and you are not responsible for students.

REPORTING SUSPECTED CHILD ABUSE

Anyone who suspects that a child has been abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to DFPS (Department of Family and Protective Services).

Any Keller ISD employee, agent, or contractor has an additional legal obligation to submit the oral or written report within **24 hours** of learning of the facts giving rise to the suspicion.

Reports may be given to any of the following:

- Local Law Enforcement Agency

- Texas Abuse Hotline (1-800-252-5400)
- A local CPS office (817-321-8600 or 817-255-2300)

Reporting your suspicion to a school counselor, a principal or to another school staff member does NOT fulfill your responsibility under the law. Additionally, Keller ISD cannot require you to report your suspicion first to a school counselor or school administrator.

REPORTING SUSPECTED CHILD ABUSE (CONTINUED)

By failing to report a suspicion of child abuse or neglect:

- You may place a child at risk of continued abuse or neglect
- You are violating the law and may be subject to legal penalties, including criminal sanctions
- You are violating Keller ISD Board Policy and may be subject to disciplinary action, including possible termination of employment
- Your certification from the State Board of Educator Certification may be suspended, revoked, or canceled.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employees shall not engage in conduct constituting sexual harassment of other employees. Employees who believe they have been sexually harassed by other employees are encouraged to come forward with complaints. District officials or their agents shall investigate promptly all allegations of sexual harassment of employees by other employees, and officials shall take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of employees.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX coordinator for employees in accordance with the procedures in the District's employee complaints policy. However, no procedure or step in that policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint; nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out in DGBA (LOCAL). Employees shall not engage in conduct constituting sexual harassment or sexual abuse of students. Sexual harassment includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students constitute unprofessional conduct and are prohibited.

All allegations of sexual harassment or sexual abuse of students by employees shall be reported to parents and investigated. Information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall be reported to appropriate authorities, as required by law.

The district has developed and implements a sexual harassment policy to be included in the District improvement plan. Education Code 37.083 (b)

ASSURANCE OF NONDISCRIMINATION

Keller ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, or age in providing education services, activities, and programs, including vocational programs, and also provides equal access to the Boy Scouts and other designated youth groups, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act; and the Boy Scouts of America Equal Access Act.

The following district staff members have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex:

Sheri Rich
Human Resources Director
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Leigh Cook
Compliance Coordinator
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Americans with Disabilities Act (ADA) Coordinator, for concerns regarding discrimination on the basis of disability:

Sheri Rich
Human Resources Director
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

Keller ISD no discrimina por razones de raza, religión, color, nacionalidad, género, sexo, incapacidad o edad en proporcionar servicios educativos, actividades y programas, incluyendo programas vocacionales; y además proporciona igualdad de acceso a la organización de los Boy Scouts y a otros grupos designados para jóvenes, de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, en su versión modificada, Título IX de las Enmiendas Educativas del 1972; y la Sección 504 de la Ley de Rehabilitación del 1973, en su versión modificada; el Acta de Discriminación por Razón de Edad del 1975; Título II de la Ley para Estadounidenses con Discapacidades y la Ley de Igualdad de Acceso a los Boy Scouts de América.

Los siguientes miembros del personal del distrito han sido designados para coordinar conforme a estos requisitos legales:

*Coordinador Título IX, para asuntos relacionados con discriminación por razón de sexo:

Sheri Rich
Directora de Recursos Humanos
350 Keller Parkway, Keller, TX
76248 (817) 744-1000

*Coordinador de la Sección 504, para asuntos relacionados con la discriminación por razones de incapacidad:

Leigh Cook
Coordinadora de cumplimiento
350 Keller Parkway, Keller, TX 76248
(817) 744-1000

ASSURANCE OF NONDISCRIMINATION (CONTINUED)

*Coordinador de (ADA) Ley de Ciudadanos Americanos con Discapacidades, para asuntos relacionados con la discriminación por razones de incapacidad:

Sheri Rich

Directora de Recursos Humanos

350 Keller Parkway, Keller, TX 76248

(817) 744-1000

Todas las quejas deberán ser dirigidas por los canales y procedimientos establecidos, comenzando con el director del plantel, seguido por una apelación al contacto apropiado en la administración central y finalmente a la Junta de Síndicos, de acuerdo con la Política FNG.

Si usted necesita la ayuda de la Oficina de Derechos Civiles (OCR) del Departamento de Educación, la dirección de la Oficina Regional OCR que incluye a Texas es:

Oficina en Dallas

Oficina de Derechos Civiles, Departamento de Educación de los EE.UU.

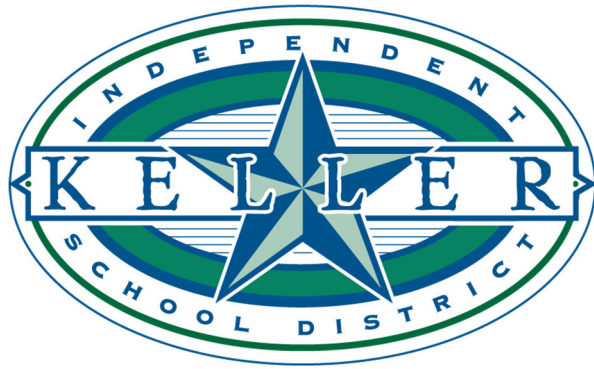
1999 Bryan Street, Suite 1620

Dallas, TX 75201-6810

Teléfono: (214) 661-9600

Fax: (214) 661-9587

Correo electrónico: OCR.Dallas@ed.gov



Classroom Management

CLASSROOM MANAGEMENT

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

- Start the day/each class period by standing at the door and greeting students as they enter.
- Review behavior management rules/rewards/consequences as posted in teacher's lesson plan folder or on classroom walls. Establish your behavior expectation immediately.
- Follow established procedures. Do not rely on student's interpretation of procedures. Ask a neighboring teacher.
- Learn the names of the students as quickly as possible or create a class-seating chart as the day starts if one is not present.
- Catch students behaving within the expected norms and compliment them early and often to give attention to desired behavior.
- Check for lesson plans. If materials and plans are not available, report to the office immediately to seek their guidance on steps to locate lesson plans.
- Maintain discipline in the classroom at all times. Each school has a disciplinary procedure, usually clearly posted in each classroom. Should discipline problems occur, follow the discipline plan. ***Do not lay your hands on children at any point in the day.*** Notify a neighboring teacher or the campus administration if any discipline problems occur that you feel you are not equipped to handle.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Be friendly, firm and consistent.
- Model the behavior you expect of the students. Students will follow your lead.
- Be sure students understand what is expected of them.
- Use appropriate vocabulary for the classroom.
- Walk the room and stand by students who are noisy or seem to have trouble following directions
- Refrain from sarcasm, ridicule, hasty decisions and/or physical contact when interacting with students.
- The Team Leader/Department Chairperson and the team members will be very helpful. They will provide additional assistance.
- Remain in the class at all times while students are present. Accidents/incidents happen when the supervisor leaves the classroom unattended.
- Use of cell phone to make personal calls, text or check personal email may be done only during your 30-minute duty free lunch or during a conference period when you are not needed somewhere else.
- Call students only by their names. Do not use "pet names" to acknowledge students. Those terms are used by people on a much more familiar basis with one another. Even if this is your "style" you are not the regular teacher and do not have the same relationship with the students that the regular teacher may have, so "pet names" such as "big guy", "sweetie", etc. are to be avoided.
- When and if a special problem arises, feel free to contact a neighboring teacher or campus administration. Do not feel that such a request for help is a reflection of your ability or that it will be considered so by the principal. It is much worse to need help and not ask for it.
- In all Pre-K-6th grade classes students are to be accompanied to recess, lunch, co-curr, etc.

GIVING DIRECTIONS

When giving directions, remember why students do not follow directions:

- They don't intend to
- They are unable to
- Directions are unclear

Avoid reasons why student do not follow directions by:

- Getting students attention before giving directions
- Giving no more than 3 directions at a time
- Sequencing directions in correct order
- Write directions on the board as given orally
- Giving directions at the time of the activity
- Modeling the directions
- Checking for understanding
- Providing practice for following the directions
- Correcting any miscommunication immediately

SPONGE ACTIVITIES

A sponge activity acts as filler to the regular classroom lesson. There should be no wasted time in the classroom. For that reason sponge activities are a great way to keep students working and engaged throughout the day. They can be used to build vocabulary, teach teamwork, and build problem solving skills and writing/reading fluency.

Some suggested sponge activities include:

- Writing in a journal about what you will tell your teacher tomorrow about how I (the substitute) ran the classroom today
- Write scrambled words on the board for students to unscramble
- Riddles
- Mental math or quick oral math problems to which the students need to find the answer
- Category games where you list a category and students list as many things that go into the category as possible
- Students complete patterns
- Students can draw using only circles, triangles, etc.
- Reading a newspaper article (appropriate current events) and have students answer questions
- Students writing an article for a newspaper on a current event

HANDLING MISBEHAVIOR

Possible causes for misbehavior:

A. If student is looking for attention

1. Adult in charge feels annoyed and reacts by reminding and coaxing student to behave
2. Student's response is to continue to misbehave or temporarily stops the undesired behavior then begins in another way
3. Adult's options to correcting or changing the behavior
4. Ignore the behavior
5. Give attention when the student is following rules/directions
6. Give attention to others who are behaving in the manner you are guiding misbehaving student
7. Only state what you can follow through on and follow through on what you state.

B. Possible cause for the misbehavior:

1. If the student wants to be in charge
2. Adult in charge feels angry and provoked; position of authority is threatened and adult reacts by arguing or giving in to the student
3. Student's response is to continue to misbehave or temporarily stops the undesired behavior then begins in another way

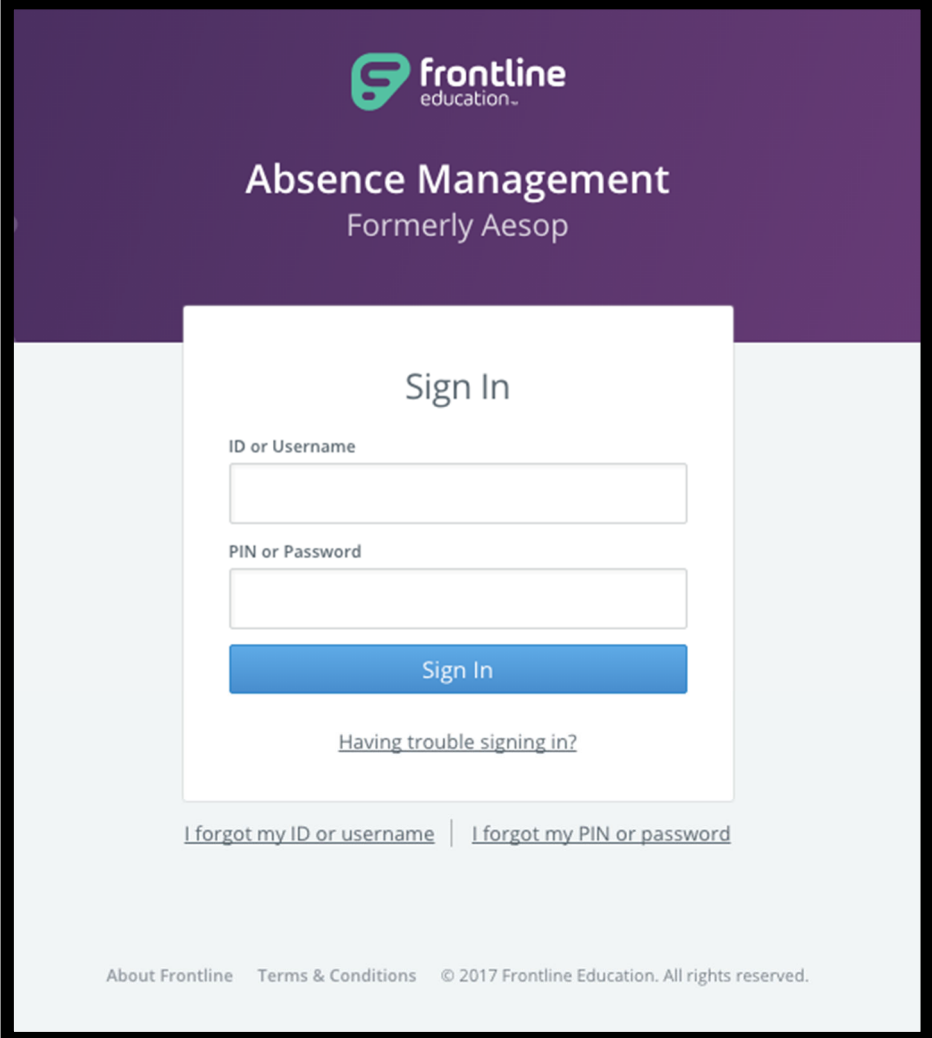
C. Adult's options to correcting or changing the behavior:

1. Do not show anger
2. Take a moment and count to 10 before responding
3. Do not give in
4. Give attention when the student is following rules/directions
5. Give attention to others who are behaving in the manner you are guiding misbehaving student
6. Only state what you can follow through on and follow through on what you state
7. Contact neighboring teacher or campus administration for guidance



Absence Management

FRONTLINE ABSENCE MANAGEMENT (AESOP)



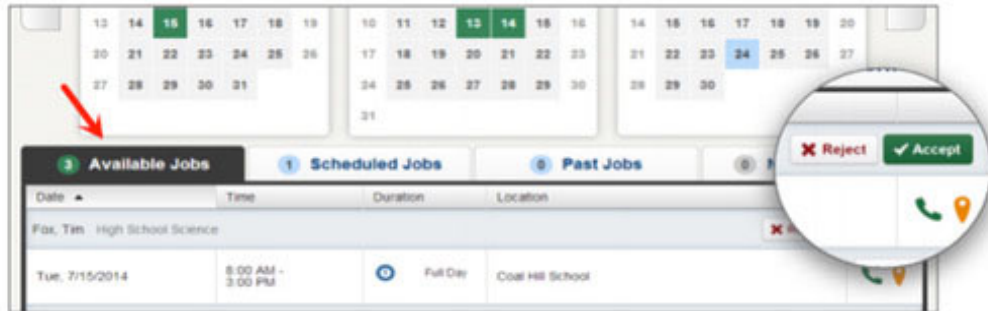
The screenshot shows the login interface for Frontline Absence Management (AESOP). The background is a solid purple color. At the top center is the Frontline Education logo, which consists of a green stylized 'F' icon followed by the text 'frontline education.'. Below the logo, the text 'Absence Management' is displayed in a large, white, sans-serif font, with 'Formerly Aesop' in a smaller, white, sans-serif font directly underneath. In the center of the page is a white rectangular box containing the login form. The box is titled 'Sign In' in a dark grey font. Below the title are two input fields: the first is labeled 'ID or Username' and the second is labeled 'PIN or Password'. Both labels are in a small, dark grey font. Below the input fields is a blue rectangular button with the text 'Sign In' in white. Underneath the button is a link that reads 'Having trouble signing in?'. At the bottom of the white box are two links: 'I forgot my ID or username' and 'I forgot my PIN or password', separated by a vertical line. At the very bottom of the page, below the white box, is a footer line in a small, dark grey font that reads 'About Frontline Terms & Conditions © 2017 Frontline Education. All rights reserved.'

LOGGING IN TO ABSENCE MANAGEMENT (AESOP):

- Go to: app.frontlineeducation.com
- Type in your Frontline ID and Password (***an invitation to create your own Frontline ID will be emailed to you by Frontline upon initial setup of your account***)
- Press "Enter" or click "Sign In"
- If you received a phone call from Frontline Aesop's automated calling system, your pin is usually the last four of your ssn.

SEARCHING FOR AVAILABLE JOBS

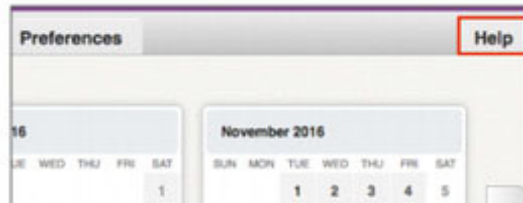
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



Absence Management

Formerly Abscop

Available Jobs History Feedback Preferences Help

Personal Info

Change Pin

Schools

Call Times

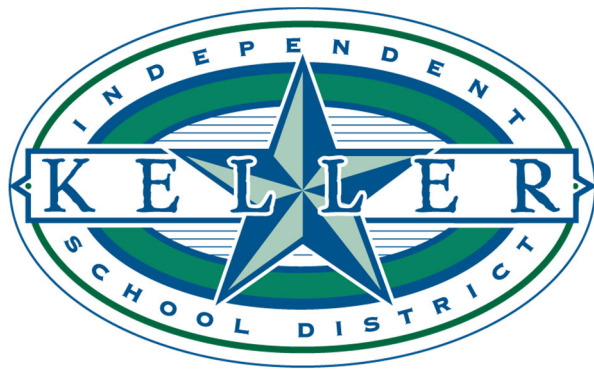
District List

Schools

- ☐ Show me assignments at the schools selected below.
☒ I don't want to see assignments at the schools selected below.

Select All None

- ☐ Keller ISD
 - ☐ Education Center
 - ☐ Elementary Schools
 - ☐ Basswood Elementary
 - ☐ Bette Perot Elementary
 - ☐ Bluebonnet Elementary
 - ☐ Caprock Elementary
 - ☐ Eagle Ridge Elementary
 - ☐ Early Learning Center - North
 - ☐ Early Learning Center - South
 - ☐ Florence Elementary
 - ☐ Freedom Elementary
 - ☐ Friendship Elementary
 - ☐ Heritage Elementary
 - ☐ Hidden Lakes Elementary
 - ☐ Independence Elementary
 - ☐ Keller Harvel Elementary
 - ☐ Liberty Elementary
 - ☐ Lone Star Elementary
 - ☐ North Riverside Elementary



Appendix

EMPLOYEE STANDARDS OF CONDUCT

Keller ISD
220907

DH
(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT

Each district employee shall perform his or her duties in accordance with state & federal law, district policy, administrative regulations, and ethical standards. [See DH (EXHIBIT)]

Each district employee shall recognize and respect the rights of students, parents, other employees, and members of the community, and shall work cooperatively with others to serve the best interests of the district.

VIOLATIONS OF STANDARDS OF CONDUCT

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Each employee 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 his or her status as a district employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

USE WITH STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the district. The regulations shall address:

1. Exceptions for family and social relationships
2. The circumstances under which an employee may use text messaging to communicate with students
3. Other matters deemed appropriate by the Superintendent or designee

Each employee shall comply with the district's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If any employee's use of electronic media violates state or federal law or district policy or regulations, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

DATE ISSUED:
06/23/2014
UPDATE 99
DH(LOCAL)-X

EMPLOYEE STANDARDS OF CONDUCT

NOTICE

Each employee shall be given a copy of the district's notice regarding drug-free schools.
[See DI(EXHIBIT)]

ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest, or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
3. Crimes that occur wholly or in part on school property, or at a school-sponsored activity
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation
 - Deliberate violence
 - Public lewdness or base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
 - Felony or misdemeanor possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
 - Felony driving while intoxicated (DWI)
 - Acts constituting public intoxication, or disorderly conduct, or operating a motor vehicle while under the influence of alcohol
 - Prostitution
 - Acts constituting abuse or neglect under the Texas Family Code

DRESS AND GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with administrative regulations.

DATE ISSUED:
06/23/2014
UPDATE 99
DH(LOCAL)-X

EMPLOYEE STANDARDS OF CONDUCT

SAFETY REQUIREMENTS

Each employee shall adhere to district safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees [See DIA]
2. Students [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect within 48 hours of becoming aware of the abuse or neglect, as required by law. [See FFG]

RELATIONSHIPS WITH STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a district employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

An employee shall not use any tobacco products, including electronic cigarettes (vapes), on district premises, in district vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school, or at school-related activities, during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage
3. Any abusable glue, aerosol paint, or any chemical substance for inhalation
4. Any other intoxicant or mood-changing, mild-altering, or behavior-altering drug

An employee need not be legally intoxicated to be considered “under the influence” or a controlled substance.

EXCEPTIONS

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.