

Substituting for Friendswood I.S.D.

Campus:	Report Times:	Phone:	Contact:	Email:
Cline Elementary (PK-3)	7:10 AM or 11:25 AM	281-482-1201	Emilee Hobbs	ehobbs@fisdk12.net
Westwood Elementary (PK-2)	7:25 AM or 11:25 AM	281-482-3341	Heather Spence	hspence@fisdk12.net
Bales Intermediate (3-5)	7:15 AM or 11:25 AM	281-482-8255	Marilyn Harkness	mharkness@fisdk12.net
Windsong Intermediate (K-5)	7:30 AM or 11:45 AM	281-482-0111	Angela Pitman	apitman@fisdk12.net
Friendswood Jr. High (6-8)	8:00 AM or 12:00 PM	281-996-6200	Juanita Ruffeno	jruffeno1@fisdk12.net
Friendswood High (9-12)	8:00 AM or 11:30 AM	281-482-3413	Gayle Campos	gcampos@fisdk12.net
Transition Center (SPED)	8:00 AM or 12:00 PM	281-996-6668	Gayle Campos	gcampos@fisdk12.net
Therapeutic Education Center	7:30 AM or 11:45 AM	281-996-6751	Jamie Rogers	irogers@fisdk12.net

Reporting Procedures:

Report to the front office at the report time listed above to receive further instructions regarding your assignment and receive your door access card. DOOR ACCESS CARDS MUST BE RETURNED AT THE END OF EACH DAY. You are required to sign in every day that you work, including long-term assignments.

Cancellation of an Assignment:

If you must cancel an assignment, please do so with at least 24 hours' notice. You must submit your request via email to Melissa Duncan, the Substitute Coordinator as well as the campus sub contact listed above.

Payments for Service:

Daily Assignments:

Teachers:	Certified teacher:	\$105/day as a substitute teacher
	Not certified but degreed:	\$95/day as a substitute teacher
	Non degreed with 60 college hours:	\$85/day as a substitute teacher
	QUEST/ECSE/TEC/BSS Teachers:	\$120/day as a substitute teacher

Nurses RN or LVN

\$120/day as a substitute nurse
\$60/half day substitute nurse

Aide, Secretary Clerk:

SPED or Quest Aide:

\$70/day as a substitute paraprofessional/clerk
\$85/day as a substitute paraprofessional for this class

*Some QUEST assignments are located at the FISD Transition Center located at 402 Laurel Drive - check Frontline to verify.

Long Term Assignments

Teachers:	Certified Teachers and RN's with Bachelor's:	\$140/day starting on the 11 th day of assignment
	Degreed/not certified:	\$110/day starting on the 11 th day of assignment
	Quest Teacher:	\$135/day starting on the 11 th day of assignment

Aide, Secretary Clerk:

SPED or Quest Aide:

\$75/day starting on the 11th day of assignment
\$90/day starting on the 11th day of assignment

Administrators/Counselors: Long term daily rates vary from \$200 to \$325 depending on experience and certification.

Payment for Service at Therapeutic Education Center @ 402 Laurel Drive 7:30 AM to 4:00 PM:

TEC Teacher:	Certified Teacher:	\$120/day as a substitute teacher
	Long Term:	\$135-\$140/day as a substitute teacher depending on qualifications Starting on the 11 th day of assignment
TEC Aide:	Daily Substitute:	\$90/day as a substitute paraprofessional for this class
	Long Term:	\$95/day as a long-term substitute paraprofessional for this class Starting on the 11 th day of assignment

Pay Schedule: Days worked – 1st to 15th paid on 5th of the following month
Days worked – 16th to 31st paid on 20th of the following month

Direct Deposit: Your 1st paycheck will be a real check. Your 2nd check will be deposited electronically and you will be able to access your pay information online through Skyward Finance. Paycheck questions should be directed to Chrissy Bieard at cbieard@fisdk12.net.

Paycheck deduction: 457(b) FICA Alternative Plan - You will see a FICA ALT deduction on your paycheck. This is required pre-tax contribution of 7.5% to a retirement account in place of Social Security deductions. If you have questions, contact Melissa Duncan - mduncan1@fisdk12.net

ID Badges:

Substitutes **MUST ALWAYS** wear their ID badge when on campus. Temporary door key access cards will be issued daily and must be returned at the end of each day. Substitutes will be charged \$8.00 for lost ID cards, door cards, or key access cards and \$1.00 for lanyards and plastic cases. For security reasons, lost or stolen ID badges must be reported to the HR Department immediately, and failure to do so may result in disciplinary action. Substitutes must return their ID badges upon termination with FISD.