



Please sign-in





SUBSTITUTE TEACHER TRAINING

2025-2026

WELCOME!

South San ISD Human Resources Department



DISTRICT ADMINISTRATION



Superintendent - Dr. Saul Hinojosa

Executive Leadership Team

Deputy Superintendent
Dr. Jennifer Gutierrez

Chief Financial Officer
Stanley Osborne

Director of Communications
Alexis La Fosse

Executive Director of HR
Rita Uresti

Executive Director of Operations
Andy Rocha

Chief of Police
Eugene Tovar

Senior Executive Assistant
Michelle Martinez



CAMPUS PRINCIPALS AND SECRETARIES

ELEMENTARY SCHOOLS

Armstrong <i>Joel Gaines - Principal</i> <i>Juanita Alfaro - Secretary</i>	Hutchins <i>Charles Garcia - Principal</i> <i>Patricia Cerda - Secretary</i>
Benavidez <i>Rebecca Casas - Principal</i> <i>Liza Aguirre - Secretary</i>	Madla <i>Linda Cruz - Principal</i> <i>Melinda Franco - Secretary</i>
Carillo <i>John Gonzalez- Principal</i> <i>Dalia Sigala - Secretary</i>	Palo Alto <i>Millicent Marcha - Principal</i> <i>Candelaria Mitchell - Secretary</i>
Five Palms <i>Ramona Vedia - Principal</i> <i>Laura Madrid - Secretary</i>	Price <i>Eric Boysen - Principal</i> <i>Irma Guerrero - Secretary</i>



CAMPUS PRINCIPALS AND SECRETARIES

SECONDARY SCHOOLS

Dwight MS <i>Elizabeth Sandoval - Principal</i> <i>Michelle Elias - Secretary</i>	South San HS <i>Erika Almendarez - Principal</i> <i>Maria Mujica - Secretary</i>
Shepard MS <i>Ricardo Moreno - Principal</i> <i>Vanessa Espinoza - Secretary</i>	Alternative Center <i>Florinda Castillo - Principal</i> <i>Gina Rojas - Secretary</i>
Zamora MS <i>Donna Gomez - Principal</i> <i>Lisa Agis - Secretary</i>	



HUMAN RESOURCES DEPARTMENT

Executive Director of Human Resources <i>Rita Uresti</i>	Human Resources Specialist <i>Juanita Carrillo</i>
Human Resources Facilitator <i>Airam Estrada</i>	Human Resources Specialist <i>Priscilla Anaya</i>
Benefits Coordinator <i>Yee Yan Segovia</i>	Human Resources Secretary <i>Debra Saldana</i>
Benefits Specialist <i>Cassandra Ortiz</i>	



FRONTLINE

Absence Management System AESOP

All jobs for substitutes are booked electronically.

www.aesoponline.com

****Frontline Substitute Basics Training Video link****

PLEASE CHECK YOUR EMAIL REGULARLY

(This is how HR and the system communicates with you)



CAMPUS HOURS/ARRIVAL TIME

ELEMENTARY CAMPUSES - 7:15 AM - 3:45 PM

DAEP - 7:30 AM - 4:00 PM

MIDDLE SCHOOL CAMPUSES - 7:50 AM - 4:20 PM

HIGH SCHOOL CAMPUSES - 8:15 AM - 4:45 PM

The substitute teacher should report directly to the office upon arrival, give their name, assignment, and name of absent teacher.



DRESS CODE

EMPLOYEE STANDARDS OF CONDUCT

Board Policy DH (LOCAL)

- An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent
- Inappropriate attire is any item that causes a distraction to students/employees or creates an unsafe environment; this includes, but is not limited to, low-cut tops, short dresses, clothing that exposes the navel, unusual hair colorings, visible tattoos, nose rings, and other pierced body parts



DRESS CODE

WHAT NOT
TO WEAR





DRESS CODE





GENERAL INFORMATION & DUTIES

- **South San ISD Website**
 - *Review campuses, general information, student handbook and noted Board Policies related to employment and students (D-Personnel and F-Students)*
- **Arrive Early / Check in at the office**
- **Sign-in at designated start time**
- **Familiarize yourself with your assigned classroom**
- **Introduce yourself to neighboring teachers**
- **Review lesson plans, attendance book, classroom rules and procedures**



GENERAL INFORMATION & DUTIES

- **Place your personal belongings in a secure location**
- **Display your name on the whiteboard**
- **Very Important: Take attendance (district funding)**
- **Follow the directions left by the teacher and leave all student work neatly stacked**



GENERAL INFORMATION & DUTIES

- **Maintain classroom management**
- **Be firm, fair, and consistent**
- **Use positive reinforcement for good behavior**
- **As a substitute, address discipline issues, but ask for assistance, if necessary**
- **At the end of the day, complete a Substitute Teacher Report**
- **No cell phone use in the classroom**



GENERAL INFORMATION & DUTIES

- **Return all supplies and equipment to proper storage areas**
- **Leave the classroom in an orderly manner**
- **Make sure students make it to lunch, electives and designated bus or parent pick-up locations at the designated times**
- **Remember that all information regarding students is strictly confidential**



GENERAL INFORMATION & DUTIES

- **Remember: a teacher may be called away suddenly and may not be able to prepare plans or outlines for you. Have an “Emergency Kit” prepared of materials, which you can use in such an emergency.**
- **Be patient and understanding. Remember, since you are a stranger to the children, they will need some time to adjust to you.**



Workplace Conduct

- **Do not cancel jobs at the last minute** - Frontline will track this information and will cause concern from Principals
- Do not take pictures of students, record students, leave students unattended or place your hands on students
- You must actively pick up jobs - **a lapse of 90 days will cause a separation of employment from the district**
- If you schedule a job and do not show up, it is imperative you contact the campus and hrdepartment@southsanisd.net. **Being paid for an assignment you did not work is grounds for payment recoupment and multiple instances is grounds for dismissal**
- If you decide to no longer substitute in the district, please inform our department at hrdepartment@southsanisd.net



EMERGENCIES



- Student safety is our priority
- Look for and be familiar with the evacuation diagrams posted in their work areas
- Fire extinguishers are located throughout all district buildings



Harassment / Bullying



- Harassment of a coworker or student motivated by race, color, religion, national origin, disability, gender, or age is a form of discrimination and is prohibited by law
- Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor
- Any allegation of harassment or bullying of students or employees shall be investigated and addressed



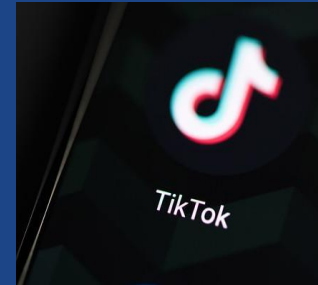
Sexual Harassment

- **Employees shall not engage in conduct constituting sexual harassment of students or other employees**
- **This 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, is considered unlawful and is prohibited**



Electronic Communication

Substitute teachers are prohibited from communicating with students via electronic communication which includes social media, text messages, phone or email.





What comes next?

- Fingerprints will be reviewed and uploaded to TEA - you will receive an email from **Ident-I-Go** to get fingerprinted
- Once fingerprinted, you will receive an electronic onboarding packet
- You will need to upload the following credentials to your onboarding packet: Social Security card, Drivers License, GED/HS Diploma/Transcript/Certification
 - It is imperative that **ALL** documents be uploaded to your onboarding packet
 - You will need to review the Civil Rights Training video (found on the district website) and review & sign the acknowledgement page for the Substitute Handbook & the Substitute Job Responsibilities Acknowledgement form (will be found in your onboarding packet). The link will be found in the packet, once clicked on, you will be directed to the form. Review the documents before signing the form. You can locate the information by visiting **www.southsanisd.net**.



Locating Important Training Materials

Visit District Website: www.southsanisd.net

A screenshot of the South San Antonio Independent School District website. The top navigation bar is dark blue with links for "District Home", "Our Schools", "Translate Language", and "Website Admin". A search bar is on the right. Below the navigation bar is a white header section containing the district logo, the name "South San Antonio Independent School District", and a horizontal menu with links: "About Us", "Departments", "Students", "Parents", "Staff", "ESSER III", and "Transcript Request". The main content area features a large video player showing three young children in a classroom setting, looking up and clapping. A yellow pause button and a small accessibility icon are visible in the bottom right corner of the video player.



Locating Important Training Materials

Under DEPARTMENTS, click HUMAN RESOURCES

The screenshot shows the homepage of the South San Antonio Independent School District website. The header includes the district logo, name, and tagline 'No Place Like Growth'. Navigation links for 'Parent Resources' and 'Student Resources' are visible. A large banner image shows a classroom scene. On the right, a sidebar menu is open, displaying a search bar and a list of links: 'About Us', 'Departments', 'Students', 'Parents', 'Staff', and 'Transcript Request'. The 'Departments' link is highlighted. Below the banner, a 'Departments' section is displayed with a grid of links, each preceded by a plus sign: 'Advanced Academics', 'Anonymous Reporting', 'Counseling', 'Curriculum & Instruction', 'DAEP', 'Human Resources', 'Instructional Materials Allotment', 'REIS', 'Special Education', and 'Student Support Services'.

South San Antonio Independent School District
No Place Like Growth

Parent Resources - Student Resources -

Search

- About Us +
- Departments +
- Students +
- Parents +
- Staff +
- Transcript Request

Departments

+ Advanced Academics	+ Counseling	+ Human Resources	+ REIS
+ Anonymous Reporting	+ Curriculum & Instruction	+ Instructional Materials Allotment	+ Special Education
	+ DAEP		+ Student Support Services



Locating Important Training Materials

On the left hand side of the page, click “Substitute Information”

HOME > DEPARTMENTS > HUMAN RESOURCES > SUBSTITUTE INFORMATION

Human Resources

Administrative Regulations

Complaints/Grievances

Employee Handbook

Forms

HR/Benefits Staff

Job Opportunities

Pay & Compensation

Safe School Training

Separation from District

Service Records

Substitute Information

Substitute Information

[25-26 Substitute Teacher Handbook](#)

[Substitute Job Responsibilities](#)

[Substitute Teacher Orientation Presentation](#)

[Guidance and Counseling Presentation](#)

[Civil Rights Training for USDA](#)

[Please use this link to login to PowerSchool to complete your onboarding.](#)



What comes next?

- Once the onboarding packet has been completed and all necessary documents uploaded, you will receive Frontline/Absence Management credentials and may begin picking up substitute assignments
- After your first job, **make an appointment between the hours of 3-4pm, Monday - Friday, with Ms. Anaya** to receive your badge, hrdepartment@southsanisd.net
- Please keep in mind, if all credentials are not received, you will not be able to pick up assignments until your onboarding packet has been completed. Please allow a couple of days for HR to review submitted documents and onboarding paperwork.

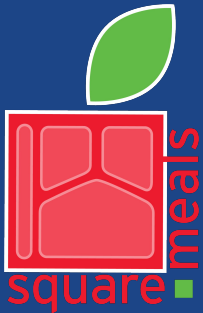


Civil Rights Training for USDA and Food and Nutrition Services

- This presentation is available for your review on the District website under Human Resources - Substitute Information
- Please read and review each and every slide carefully.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER





PAYROLL & COMPENSATION

Instructional Aide/Clerical/Nurse Aide	\$65
Instructional Aide (SPED)	\$85
Registered Nurse	\$100
Non-Degreed	\$100
Degreed (Bachelor's or Master's)	\$110
Texas Teacher	\$120
Long Term (Starting Day 11 in the same assignment)	\$150

**All rates of pay are based on a full day of work (8 hours)*

**See Payroll Schedule for pay dates*



PAYROLL & COMPENSATION

Director of Payroll

Veronica Ramos

210-977-7045

payroll@southsanisd.net





GUIDANCE & COUNSELING DEPARTMENT

Director of Guidance & Counseling
Rosemary Morales

The San Antonio ISD Comprehensive School Counseling Program advocates for all students by providing services that promote equitable access to learning and support for each student's individual social-emotional, personal, academic, and career development through the establishment of trusting relationships and partnerships with families, school staff, and community members.



SAFETY AND SECURITY

Sergeant

Chief Eugene Tovar

Sgt. Joseph Gallego





QUESTIONS???

