



SAN BENITO CISD

**Guest Teacher
Pre-Employment Orientation
2026-2027**





Your Human Resources (HR) Department



Erika Echartea,
Executive Director of
Administrative Services



Amy Strubhart,
HR Coordinator



Lucy Garcia,
Insurance Coordinator |
Risk Management



Martha Garcia,
HR Secretary



**Victoria
Montemayor,**
HR Clerk



Melyssa Jalomo,
HR Specialist |
Paraprofessional/Auxiliary
Employees



Laura Diaz,
HR Specialist |
Professional/Certified
Employees



Isabel González,
HR Generalist |
Guest Teachers, Open
Records





Our MISSION Statement

The mission of the San Benito CISD is to provide a premier education for all students, through a positive and safe learning environment, so that its graduates are college, career, military, and workforce ready.





Our VISION Statement

The vision of the San Benito CISD is to be the GOLD STANDARD in all areas of public education.





Our CORE VALUES Statement

San Benito CISD believes that:

- All students can and will learn;
- All teachers can teach;
- High expectations for all encourage excellence;
- Resources to support students' needs must be provided;
- Excellence in teaching and learning is vital;
- All students will be supported to pursue their passion upon graduation;
- Respect for all individuals is essential; and
- A community with shared ownership, purpose, and commitment work well together.





Our Schools

The District provides instruction at the following campuses:

- 11 elementary schools
- 4 middle schools – Collegiate Academy
- 2 high schools – Veterans Memorial Academy – 9th grade | San Benito High School – 10th thru 12th grades
- 3 alternative schools – Amador R. Rodriguez Boot Camp, Darrel B. Hester Juvenile Detention Center, and the Positive Redirection Center





Expectations

Employees are expected to observe the following standards of conduct:

- All employees are expected to **work together** to serve the best interests of the District and be courteous to students, one another, and the public.
- **Recognize and respect the rights** of students, parents, other employees, and members of the community. It is important to keep one's political, religious, and social beliefs to yourself.
- **Maintain confidentiality** in all matters relating to students and coworkers.



Expectations, Cont'd

- Report to work according to the assigned schedule. **Keep in mind that different campuses may have different start times.**
- Notify the campus staff and HR office in advance, or as early as possible, in the event that they must be absent or are running late.
- Know and comply with all campus, department, and District policies and procedures.
- Adhere to the campus and District **Dress Code Policy**.
- Express concerns, complaints, or criticism through appropriate channels.



Expectations, Cont'd

- Observe all safety rules and regulations and **immediately report injuries or unsafe conditions** to a supervisor.
- Monitor the students/class at all times. **Students are never to be left unsupervised.**
- Do not transport students.
- Do not make personal telephone calls during instruction time.
- If an assignment cancellation is made, guest teachers are not allowed to pickup a different assignment for that day.

Operational Hours for District Staff

Locations and School Start/End Times	Staff Reporting Time: Thirty (30) minutes prior to school start time	Staff Dismissal Time: Thirty (30) minutes after school dismissal time
Elementary Schools 7:45 a.m. - 3:15 p.m.	<ul style="list-style-type: none"> • Teachers – 7:15 a.m. (unless duty is assigned) • All other staff – as per assigned schedule 	<ul style="list-style-type: none"> • Teachers – 3:45 p.m. (unless duty is assigned) • All other staff – as per assigned schedule
Middle Schools 8:15 a.m. - 3:55 p.m.	<ul style="list-style-type: none"> • Teachers – 7:45 a.m. (unless duty is assigned) • All other staff – as per assigned schedule 	<ul style="list-style-type: none"> • Teachers – 4:25 p.m. (unless duty is assigned) • All other staff – as per assigned schedule
Veterans Memorial Academy 8:30 a.m. - 4:10 p.m.	<ul style="list-style-type: none"> • Teachers – 8:00 a.m. (unless duty is assigned) • All other staff – as per assigned schedule 	<ul style="list-style-type: none"> • Teachers – 4:40 p.m. (unless duty is assigned) • All other staff – as per assigned schedule
San Benito High School 8:30 a.m. - 4:10 p.m.	<ul style="list-style-type: none"> • Teachers – 8:00 a.m. (unless duty is assigned) • All other staff – as per assigned schedule 	<ul style="list-style-type: none"> • Teachers – 4:40 p.m. (unless duty is assigned) • All other staff – as per assigned schedule
District Administration and Departments	<ul style="list-style-type: none"> • 7:30 a.m. • Assigned schedule as needed 	<ul style="list-style-type: none"> • 4:30 p.m. • Assigned schedule as needed





San Benito Consolidated Independent School District

2026-2027 SCHOOL CALENDAR



JULY 2026

S	M	Tu	W	Th	F	Sa
			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

S	M	Tu	W	Th	F	Sa
						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					

SEPTEMBER 2026

S	M	Tu	W	Th	F	Sa
			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		

SCHOOL START / END TIMES

Elementary	7:45 AM - 3:15 PM
Middle School	8:15 AM - 3:55 PM
High School	8:30 AM - 4:10 PM

EARLY RELEASE START / END TIMES

Elementary	7:45 AM - 12:15 PM
Middle School	8:15 AM - 1:10 PM
High School	8:30 AM - 1:45 PM

INSTRUCTIONAL PERIODS

August 03, 2026	– First Day for Teachers & Employee Convocation
August 10, 2026	– First Day for Students
December 18, 2026	– End of First Term
January 5, 2027	– Start of Second Term
May 20, 2027	– Last Day for Students
May 21, 2027	– Graduation Day

GRADING PERIODS

ALL CAMPUSES { 175 Days }

First Term = 86	Second Term = 89
Aug. 10 - Oct. 7, 2026 = 42	Jan. 5 - March 12, 2027 = 47
Oct. 13 - Dec. 18, 2026 = 44	March 22 - May 20, 2027 = 42

TOTAL NUMBER OF MINUTES

Elementary = 78,390	Middle School = 80,170
High School = 80,210	

TEACHER PREPARATION DAYS

- New Teacher Orientation | July 29-30, 2026
- Teacher Workdays | August 7, 2026; January 4, 2027; May 21, 2027
- Professional Development | August 3-6, 2026
- SBCISD Learning Day | September 7, 2026
- Exchange Days | May 24-27, 2027

HOLIDAYS

- October Mini Break – October 9 & 12, 2026
- Thanksgiving – November 23-27, 2026
- Christmas & New Year – Dec. 21, 2026 - Jan. 1, 2027
- President's Day – February 15, 2027
- Spring Break – March 15-19, 2027
- Easter – March 26 & 29, 2027

WEATHER MAKE-UP DAY

October 8, 2026	February 12, 2027
-----------------	-------------------

LEGEND

- Early Release Days | [Students & Staff] December 18, 2026; [Students Only] May 20, 2027
- Graduation Day | May 21, 2027

OCTOBER 2026

S	M	Tu	W	Th	F	Sa
				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 2026

S	M	Tu	W	Th	F	Sa
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 2026

S	M	Tu	W	Th	F	Sa
		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 2027

S	M	Tu	W	Th	F	Sa
					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 2027

S	M	Tu	W	Th	F	Sa
	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 2027

S	M	Tu	W	Th	F	Sa
	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 2027

S	M	Tu	W	Th	F	Sa
				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 2027

S	M	Tu	W	Th	F	Sa
						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 2027

S	M	Tu	W	Th	F	Sa
			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		

STAAR EOC Window

11/30/2026 - 12/11/2026

December 1	English I
December 2	English II
	Biology
December 3	Algebra I
	U.S. History

All make-up sessions are to be completed by Friday, December 11, 2026.

TELPAS Window

02/15/2027 - 03/26/2027

Grades K-12
Listening, Speaking, Reading & Writing

STAAR Alternate 2 Window

03/15/2027 - 04/16/2027

Grades 3-8 and EOC Assessments

STAAR

April 6 Grades 3-8
Reading Language Arts

April 7 English I EOC
English II EOC

All make-up sessions are to be completed by Friday, April 16, 2027.

April 13 Grades 5 & 8 Science
Biology EOC

April 14 Grade 8 Social Studies
U.S. History EOC

All make-up sessions are to be completed by Friday, April 23, 2027.

April 20 Grades 3-8 Mathematics
Algebra 1 EOC

All make-up sessions are to be completed by Friday, April 30, 2027.

STAAR EOC Window

06/14/2027 - 06/25/2027

June 15 English I
June 16 English II
Biology

June 17 Algebra I
U.S. History

All make-up sessions are to be completed by Friday, June 25, 2027.

Board Approved | December 17, 2025



The Process – Working as a Guest Teacher for San Benito CISD

The Process – Getting Started

1. Apply online via the Guest Teacher webpage:
www.sbcisd.net/guestteachers/.
2. Attend a guest teacher orientation. Attendance will require a completed online application.
3. Once cleared through HR: for new guest teachers, an E-mail will be sent to you from Frontline with directions on how to create your Frontline account; for returning guest teachers, your Frontline account will be activated.
4. Securing jobs – Once you have a Frontline account, you will be able to see what jobs are available by campus. You may select the campuses where you'd like to work. Please consider serving our country schools.



The Process – Getting Started, Cont'd

5. Teacher inputs an absence in the Absence Management component of Frontline
6. Campus administrator approves the absence
7. Frontline begins to notify guest teachers of the vacancy
8. Guest teacher signs up for the assignment

The campus secretary will run a weekly report of vacancy and absence requests and assigned guest teachers. Said report will be submitted to the HR office for payroll purposes.



Working as a Guest Teacher

Schedule

- School calendar
- Half and full day increments
- Early release days are worked according to the Teacher/IA schedule. **You are not dismissed with the students.**
- Reporting times – thirty (30) minutes before students. This is enough time to prepare based on the campus' needs.

Daily Pay (paid bi-weekly)

- Non-Degreed: \$90 | \$100 – long term*
- Degreed: \$125 | \$135 – long term*
- Degreed Certified: \$150 | \$165 – long term*

* “Long term” is reporting to the same assignment for over 10 consecutive days. Pay increase starts at day 11. Half days are not included.



Risk Management

- Health Benefits Summary
- Affordable Care Act (ACA)
Offer of Coverage Letter

Presenter:

Lucy Garcia

Insurance Coordinator

ldgarcia@sbcisd.net | 956.361.6185





Employee Handbook



Standards of Conduct

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify the campus staff and HR office in advance, or as early as possible, in the event that you must be absent or late. **Unauthorized absences, chronic absenteeism and tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action, up to and including termination of employment.**
- Know and comply with campus, department, and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor – immediately.
- Use District time, funds, and property for authorized District business and activities only.

Reporting Suspected Child Abuse

- All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family Protective Services (DFPS) or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) **within 24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the District police.
- Reports to DFPS can be made using the Texas Abuse Hotline <https://www.txabusehotline.org/Login/Default.aspx> or to 800-252-5400. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.



Drug Abuse Prevention

- San Benito CISD is committed to maintaining an alcohol and drug-free environment and **will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities – on or off District property.** Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.
- District employees are **prohibited by state law from knowingly selling, marketing, or distributing dietary or other supplements that contain performance-enhancing compounds to a student** with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of performance-enhancing dietary or other supplements to any student.
- **State law prohibits smoking or using tobacco** on all District-owned properties and at school-related or school-sanctioned activities – **on or off District property.** The use of smokeless products, electronic cigarettes, and any other electronic vaporizing device is prohibited.



Possession of Firearms & Weapons

- Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place.
- To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors.



Social Media

- As role models for the District's students, **employees are responsible for their public conduct even when they are not acting as District employees.**
- Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct.
- If an employee's use of electronic communications 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.**



Background Checks & ID Badges

- **Background Checks** – District employees may be subject to a review of their **criminal history** record information at any time during employment. The Texas Department of Public Safety (DPS) database provides the District updates to the employee's subsequent criminal history.
- **ID Badge** – Everyone should have an ID badge and, when on District properties, wear it at all times. This is a districtwide security and safety protocol that must be adhered to.



Searches

- Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, school computers or other work area to obtain information needed for usual business purposes may occur when an employee is unavailable.
- Employees should have no legitimate expectation of privacy in the places or areas mentioned above.
- The District reserves the right to conduct searches when there is reasonable cause to believe a search may uncover evidence of work-related misconduct.



Bad Weather Conditions & Evacuations

- The District may delay or close schools because of bad weather or emergency conditions. Guest teachers will not be paid for assignments on days that the District closes.
- If a decision is made to delay the start of the school day, dismiss school early, or cancel school, announcements will be made via local television and radio stations, social media, and the District's website. Campuses may also opt to send additional notifications via their preferred method of communicating with their students' parents – ©ClassDojo, SchoolMessenger®, etc.
- All employees should be familiar with the evacuation diagrams posted in their work areas. Fire and other emergency drills will be conducted to familiarize employees and students with evacuation procedures.



Safety & Security

- A Raptor Alert wearable panic badge will be provided to guest teachers for use throughout the year.
- Select office phones have an **active** silent panic button – **DO NOT PUSH it unless it's an emergency!** The silent alert will be directed to the City of San Benito Police Department.
- All SBCISD schools have exterior and interior doors that are locked at all times.

See something. Say something.

Presenter:

Rene Flores, Jr.

Director of Safety & Security

rfloros2@sbcisd.net | 956.361.6205



Dress Code

- The dress and grooming of District employees shall be **business clothing that communicates professionalism**. Clothing should be clean, pressed and wrinkle-free; not excessively worn or faded; and without holes or frayed areas. Gym and beach attire is **not** appropriate.
- **Acceptable**: Athletic shoes, sneakers, loafers, boots, flats, dress sandals and leather deck shoes; dress pants, dressy capris and slacks; and dresses and skirts. Skirt length should be appropriate for an office environment.
- **Unacceptable**: Slippers and flip flops, foam shoes; sweatpants, shorts, bib overalls, spandex, Lycra, and jeans; T-shirts, tank tops, and shirts with inappropriate messages/graphics; and attire revealing a bare midriff.



Dress Code, Cont'd

- **Exceptions**: Physical Education/coaches may choose to wear appropriate attire such as athletic shoes and athletic attire. Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines – but shall comply with dress and grooming guidelines specified by their supervisors in their respective department handbook.
- To show San Benito Schools and Greyhound spirit, jeans may be worn **on Fridays** with a spirit shirt displaying the District, campus, or program logo. No old, faded, worn out or torn jeans allowed.
- To support our College, Career, and Military Readiness initiatives, jeans may be worn **on Thursdays** with a college/university or military branch spirit shirt. No old, faded, worn out or torn jeans allowed.
- Masks/face coverings will be worn as deemed necessary.



Acceptable Attire



Unacceptable Attire

T-Shirts (any)	Racer Back Work-out Shirts	Tank Tops or Spaghetti Strap Tops	Halter or Tube Tops	Short Shorts	Spandex or Bike Shorts
					
Any clothing with holes or tears is unacceptable.					





Next Steps ...

Orientation complete ... what now?

- Photocopies will have been made of the applicant's drivers license and Social Security card.
- Applicants will turn in their direct deposit form and complete all required onboarding forms before they leave the orientation. Forms will be verified by HR staff.
- If fingerprinting is deemed necessary, applicants will be required to schedule an appointment through **IdentoGO**. The Human Resources Department will request that a scheduling link be emailed to applicant from **nobody@uemail.identogo.com**. Please note that all costs associated with fingerprinting are the responsibility of the applicant.
- Background checks will be conducted. Approval will be given on clear files.
- Photos will be taken for ID badges.
- Guest teachers will receive an E-mail message when they have been invited to create a new account or are active on Frontline.





HUMAN RESOURCES OFFICE

HR Contact Information:

240 N. Crockett St. | San Benito, TX 78586

956.361.6150

hrdept@sbcisd.net

www.sbcisd.net/jobs/ | www.sbcisd.net/guestteachers/



GUEST TEACHER WEBPAGE

www.sbcisd.net/guestteachers/