BRIDGEPORT
INDEPENDENT SCHOOL DISTRICT

2026-27 Bridgeport ISD Substitute Teacher Handbook

Bridgeport ISD Administration Offices
2026-2027

Campus	Personnel	Position
Central Administration (940)683-5124	**Amy Ellis**	**Superintendent**
	PJ Giamanco	**Assistant Superintendent**
	Lee Snodgrass	**Assistant Superintendent of Operations**
	Abby Crawford	**Director of HR and Fine Arts**
	Bonita Jeter	**Director of Curriculum & Instruction**
	Sheri Albright	**Chief Financial Officer**
	Zach Smart	**Technology Coordinator**
	Leslie Henson	**Instructional Technology Coordinator**
	Shelly Laaser	**Director of Food Service**
	Marchelle Smart	**Superintendent Secretary**
	Carol Freeman	**Personnel & Benefits**
	Michelle Bynum	**PEIMS**
	Madelaine Compton	**Account Payable Clerk**
	Donna Jones	**Central Admin Receptionist**
High School (940)683-4064	**Amber Gilbert**	**Principal**
	Justin Newsom	**Asst. Principal**
	Clint Smith	**Asst. Principal**
	Brandi Low	**Secretary**
	Jamie Paradise	**Student Services Coordinator**
	Carrie Evans	**Counselor**
Middle School (940)683-2273	**Candice Oliver**	**Principal**
	Barbara Howard	**Asst. Principal**
	Laurie Holt	**Secretary**
	Patina Berardi	**Counselor**
Intermediate (940)683-5784	**Lauren Martin**	**Principal**
	Megan Horn	**Asst. Principal**
	Ashlee Thompson	**Secretary**
	Alyssa Hyland	**Counselor**
Elementary (940)683-5955	**Tiffany Brubaker**	**Int. Principal**
		Asst. Principal
	Deidra Pierce	**Secretary**
	Jacquelyn Bailey	**Counselor**

Bridgeport Independent School District
Mission Statement

The Bridgeport Independent School District, in partnership with parents and community, will provide an educational environment for ALL students that is conducive to learning. Through a highly qualified staff, with an uncompromising commitment to high student achievement, and a well-developed curriculum, students will receive a quality education empowering them to pursue productive and fulfilling lives in an ever-changing, interdependent world.

Equal Opportunity Employment

The Bridgeport School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on the basis of race, religion, sex, national origin, or age should contact ADA/SECTION 504/TITLE IX coordinator, Central Administration, 2107 15th Street, Bridgeport, TX 76426

District Procedures

1. Substitute teachers make application online at www.bridgeportisd.net and are placed on the approved substitute teacher's list after approval by the administration.
2. Applicants must be a high school graduate or have completed / passed the GED Program.
3. Documents required for Personnel Office are:

    a. Completed application
    b. Verification of educational attainment
    c. W-4 Form
    d. Employment Eligibility Verification (I-9)
    e. Criminal History Record Check
    f. Fingerprints
    g. Copy of driver's license
    h. Copy of Social Security Card
    i. Public Access Information Option Form
    j. Automatic Deposit form
    k. Workers Compensation form
    l. Ethnicity
    m. Substitute Training at Bridgeport ISD

WHOLE DAY/HALF DAY GUIDELINES

Currently these are the guidelines for whole day/half day determinations:

1. Substitutes who work **four (4) hours or less** per day will be credited for **one-half** day's work.
2. Substitutes who work **more than four (4) hours** per day will be credited for having worked **one full day.**
3. Paraprofessional substitutes (teacher's aides, etc.) are scheduled to work an eight (8) hour day with thirty minutes for lunch. This constitutes an eight-and-one-half (8 1⁄2 hour) day.
4. Substitutes who are scheduled to work early-release days will be paid a full day.

** Substitutes who are originally scheduled for one-half day assignment but work long enough to qualify for full-day pay are expected to teach additional classes or perform other duties within reason if requested by the principal/designee.*

Pay Information

1. Substitute teachers shall be authorized to serve from day to day and for temporary periods of time as needed. Pay will be at the following rate:
   - ❖ Pay for all teaching positions for Days 1 through 10 is $90.00 per day.
   - ❖ Pay for all teaching positions for Days 11 - 20 is $100.00 per day.
   - ❖ Pay for all teaching positions for Days 21 + is $125.00 per day, continuing the same assignment.
   - ❖ Pay for a certified teacher is $110 per day for Days 1 - 20
   - ❖ Pay for all counseling positions is $250 per day.
   - ❖ Para positions are $90 per day, regardless of the number of days.
   - ❖ Pay for cafeteria, custodial, and maintenance will receive the hourly rate for Step 0 of the corresponding payscale.
   - ❖ Pay for bus drivers who are currently district employees will be paid the higher of either their base hourly rate or the bus driver hourly rate. Pay for bus drivers not affiliated with the district will be at the hourly Step 0. Substitute drivers will not be guaranteed 2 hours.

2. Paychecks will be put on automatic deposit or will be mailed to the substitute's home address on the 15th of each month. Should the 15th fall on a weekend, they will be mailed the Friday before. Please check with personnel at 940-683-5124 to verify your correct address or bank information.

Orientation

No substitute teacher may be hired unless he/she has completed the required orientation at Bridgeport ISD or at the Education Service Center, and has been placed on the approved list. Other documented training from another District may be reviewed on a case by case basis.

RETIREES AS SUBSTITUTES

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee. Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**
* Retiring members must terminate all employment with a TRS-covered employer and remain separated from such for one of the following periods:

1. One full calendar month, or

2. Two full calendar months if the member is retiring with a May 31 retirement date and his/her job duties extend into June but no later than June 15.

** Retirees may not begin substituting until they have been paid in full by the district following their resignation. **

Red Flags

Retirees should carefully monitor:

- The type of position for which they are working – Are you working in the place of a current employee or is it a vacant / supplemental position?
- The number of days worked on a monthly basis – Working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity.

It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1.800.223.8778. For detailed written information regarding employment after retirement, please contact TRS at www.trs.state.tx.us.

ACTIVE STATUS AS A SUB

If for some reason at the last minute you cannot fulfill a scheduled assignment, contact the campus where you were to work and cancel the job.

SUBSTITUTE INACTIVITY

Substitutes will be required to work a minimum of five (5) full days or ten (10) half days during the fall and five (5) full days or ten (10) half days during the spring. Substitutes not meeting this requirement will be considered inactive and removed from the active substitute list. Individuals removed from the substitute list, due to inactivity, must reapply and meet the current hiring requirements.

WHAT ARE THE REQUIREMENTS FOR SUBSTITUTING?

Bridgeport Independent School District looks for people who can relate well to children and adults. Former teachers, housewives, business people, and others who like working

with students and have the school hours free are invited to apply. A high school diploma or GED is required. Applicant must pass criminal background check and be fingerprinted before beginning an assignment. **You are responsible for paying the fee for being fingerprinted**. You must complete an annual orientation.

WHEN DOES A SUBSTITUTE WORK?
Substitute teachers are considered at-will employees and no specific amount of work is guaranteed.

WHEN WILL I BE NOTIFIED?
Employees enter their leave in Frontline as they know they will be out. The system will show absences as they are entered, and the user's individual settings can be set according to personal preference.

Your Commitment
By virtue of your request to be placed on the list of substitute teachers, you have made a commitment to teach when you are called by AESOP. School officials understand that it is not always possible to comply with a request to substitute, but we would ask that you always make a good faith effort to respond.

Frontline Procedures

Refer to the Frontline Guide for Substitutes
This guide will show you how to:
Log on to the Frontline System

- Find and accept available jobs
- View your schedule
- Remove yourself from an accepted assignment *
- Manage your call times
- Manage your Availability
- Manage your personal information
- Understand Frontline
- Notifications

DRESS CODE AND APPEARANCES

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.

- No shorts may be worn in the classroom.
- No jeans may be worn except on specially designated days. No jeans with holes/rips.
- Have a neat and professional appearance at all times.
- Minimize visible tattoos. No inappropriate tattoos.

RESPONSIBILITIES

Substitutes are expected to observe the same code of ethics as the regular employee. It is important that a professional attitude toward the job is maintained. Individual criticism of other teachers or other schools destroys public confidence in the school system, in the teaching profession and in the community. Complaints from substitute teachers should be directed only to the campus principal or the Director of Student Services. A friendly, cheerful and cooperative attitude toward both the campus personnel and students will help to start the day right and keep it running smoothly. Your attitude will contribute greatly to your acceptance by the faculty and the students.

SCHOOL SAFETY is our first priority.

1. All substitutes need to sign in the school office with the Campus Secretary when reporting for work and check out with the Campus Secretary at the conclusion of the day. Do not report directly to the classroom because you run the risk of not being paid for that day if you fail to sign the teacher's record of absence form.
2. Report by 7:30 - the school day begins at 7:30 and ends at 3:30
3. Every teacher will have available a Substitute Folder with pertinent information for the substitute. It is important to locate this folder.

   Inside the substitute folder will be materials of importance, such as:
   - ❖ Master schedule, lesson plans, syllabus
   - ❖ Fire drill and other emergency instructions
   - ❖ List of student names
   - ❖ Important or unusual information about any student - *includes any information about students and their cell phones to monitor health issues
   - ❖ Specific instructions to the substitute
   - ❖ List of pupils in various groups
   - ❖ List of supervisory responsibilities, such as duty schedule

4. Locate the classroom teacher's daily schedule; lesson plans, seating chart, teaching resources, and any other needed materials.
5. Introduce yourself to neighboring classroom teachers. They will be able to answer many of your questions.
6. Acquaint yourself with fire and emergency drill procedures, assigned exits, and refuge area procedures located by the doors in each classroom.
7. Adhere to federal guidelines for SMART SNACKS in the classroom.
8. **Take attendance on time.** Public schools are funded based on the students in attendance, therefore, it is imperative that the daily attendance is accurate.
9. **Follow the program of the regular classroom teacher as closely as possible.** Understand and follow the teacher's lesson plans. Ask the neighboring teacher if you need help. BISD commits to a Guaranteed and Viable curriculum for our students, which requires us to stay on the pacing and instructional systems in the classrooms.

10. **Remain attentive and focused on your students at all times**. Awareness of what is transpiring in your classroom is crucial. Be able to explain any circumstances and your actions while students are in your care.
11. **Good classroom management skills**- Engage students; State expectations; Monitor actively; Model what you expect from students; Use non-verbal cues and low-profile intervention; Seek positive discipline instead of negative and use verbal praise and reinforcement. Redirect problem behavior early before it escalates.
12. The desired professional demeanor- Enthusiastic, compassionate, positive attitude.
13. Cell phones, earbuds/earpods, Apple Watches, and AI glasses for students are not be used during instructional time. **Cell phone use for adults is limited to lunch and conference periods.**
14. **Special Needs-** Some students will require more attention due to medical or academic needs. The principal or teacher will provide this information. No substitute will handle personal care needs for students.
15. **Internet- The district has a protective filter and attempts to view inappropriate websites is unacceptable and can be against the law.**
16. Avoid changing the seating arrangement or any other part of the room organization except for temporary grouping of the pupils for instruction.
17. **Notes and phone calls to students of a personal nature are prohibited, including contact via Social Media.**
18. **Respect the confidential information contained in school records. It is the law.**
19. Supervision of halls and corridors is a responsibility of all teachers, including substitutes, especially when students are entering the building or leaving the building.
20. Report immediately any serious accident or illness to the principal, secretary, or nurse.
21. **All head injuries must be reported to the office**, no matter how minor you think they are.
22. **Administering medicine- Only the school nurse or other designated school personnel may give medication, not the classroom teacher or substitute teacher. (nurse forms/referrals)**
23. **Bloodborne Pathogens- Any child that is bleeding-provide a bandage or send to the school nurse. Avoid contact with all bodily fluids.**
24. Leave a brief summary of class work activities, as well as any other information that would be helpful to the classroom teacher (bulletins, parental notes, assignments, general information about the day, etc.),
25. If teaching for an extended time, make inquiry of the campus principal regarding your attendance at scheduled meetings.
26. At the end of the day, organize the room, close windows and shut off lights, lock door and return key(s) to the office.
27. Never offer to transport students home.
28. Do not collect any money.
29. Substitutes may not bring their personal children to the assigned classroom during class. The transportation shuttle is available to you if you have children on another campus.
30. When checking out **at the end of the day check with the campus Secretary** to determine if you will be needed the following day.

CLASSROOM MANAGEMENT

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

Learn the names of the students as quickly as possible.

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 administer corporal punishment or physical contact of any kind.***

Be sure students understand what is expected of them. Use praise generously and show respect for students.

Use appropriate vocabulary for the classroom.

The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to good learning. As temporary members of the faculty, substitutes are charged with the responsibility of informing students on proper building procedures and rules of conduct. A well-organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of the students. The points below offer some sound and proven advice.

1. Start the day in the manner, which you wish to continue.
2. Observe carefully prescheduled routines.
3. Avoid threats, yet be firm. Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
4. **Never touch any student while implementing any form of discipline.**
5. Treat all students equally in terms of respect and dignity. **Be friendly, firm and consistent**.
6. Stand when presenting lesson, but move about to monitor students.Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
7. A teacher should never punish a whole class for the misbehavior of a few students.
8. Never embarrass or humiliate a child in front of peers. The student should be removed from the group until the teacher has the opportunity to speak with the student. Reprimands should be private whenever possible. Best practice is o speak with the child privately if your efforts at redirection and/or correction are ignored. When individual students cause behavior problems that are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral explaining the circumstances. The substitute should not leave the classroom unattended. When sending a student to the principal, the substitute teacher maintains the duties of supervision and care for both the individual child and the remainder of the class.

Actions to consider:

- Utilize the classroom phone to call the office
- Send a student to bring someone from the office
- Or, have another teacher watch your class while you take the child to the office.

Take charge of the Classroom

- Start the class decisively
- Take roll efficiently
- Give directions concisely

Clarify Expectations Regarding Student Conduct

- Use a classroom discipline plan
- Give specific directions about desired behavior
- Give specific feedback about actual behavior
- Circulate frequently around the classroom

Communicate the Significance of Learning

- Minimize time spent on procedural matters
- Require student attention and participation
- Provide feedback to students about their work
- Provide closure at the end of class

SUBSTITUTE EMPLOYEE ADVISORY NOTICE

Substitutes are employed by the BISD based on qualifications established by the District and are subject to assignment based on the needs of the District. Nothing contained herein construes an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.

By virtue of this notice, please understand that you will not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break (please see school calendar for scheduled breaks). Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district.

General Policies

❖ Release of Children

Any outsider who comes to the classroom for information about a child or asks that a child be released from school must be directed to the principal's office. Under NO circumstances are students to be released from the classroom without official notice from the campus principal.

❖ School Property

It is expected that the substitute teacher maintain good order wherever assigned, and create conditions that are conducive to a positive learning situation. The regular classroom teacher is legally and morally responsible for the welfare of all children and is charged with the maintenance of school property. No less is expected of the substitute teacher.

❖ Professional Confidentiality

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, teachers, parents, and/or principals), which might be gained while substituting.

❖ Public Relations

All schools in the Bridgeport ISD are operated under the same policies of the Board of Trustees. Differences may exist in the administration of the individual campuses carrying out the policies. A substitute teacher is in a position to establish good school – community relationships for the school system and for the individual campuses in which he/she will be teaching.

Reaction to the day's work will often be discussed with non-teaching as well as teaching friends and will result in good or poor impressions. At all times, we welcome the substitute teacher's suggestions as to how we may better the school's services to the substitute teachers and how the substitute teacher can better serve the schools.

❖ Child Abuse

Any school employee (including a substitute teacher) who knows or reasonably believes that a child has been neglected or physically or sexually abused must immediately notify Child Protective Services. You may contact the building principal for assistance, but you are individually responsible for making the report.

❖ Sexual Harassment

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

- Such conduct can be made explicitly or implicitly

- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working, or learning environment.

DUTY HOURS

The school day schedule varies at the different schools. Report by 7:30 am or 11:30 to any position.

You are expected to remain on duty the entire school day and follow the same work schedule as the regular teacher, including such responsibilities as hall duty, lunchroom duty, playground duty, and other duties as assigned by the principal.

You should arrive promptly at the appointed time in order to review the materials needed for the day and to receive any necessary directions.

Do not plan to have anyone visit you while on duty as a substitute teacher. Do not expect to leave the classroom for personal calls. Messages will be delivered to you.

Do not keep your cell phone on while in the classroom. You may use your phone on your break or at lunch.

There are no guaranteed conference periods for substitutes. Some days you may be asked to work in another area during that time.