



SUBSTITUTE HANDBOOK

2026-2027



Dear Substitute Staff,

Welcome to #TeamTomball! You have officially arrived at THE DESTINATION DISTRICT. We are so thankful for your support of our school district, educators, students, and community. It truly takes all of us to make a difference in the lives of our younger learners.

The purpose of this handbook is to provide you with information to ensure your success in your assigned roles. The handbook is an overview of district policies and procedures, as well as expectations for staff in the substitute role.

We know your experience in Tomball ISD will be fulfilling and provide our students with continuous learning opportunities. If you have any questions or need further assistance, please do not hesitate to reach out to any of us in the Human Talent department.

Thank you again for your dedication to the success of our students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Lee Wright', is positioned below the 'Sincerely,' text.

**Dr. Lee Wright
Assistant Superintendent of Human Talent
281 357-3100
Tomball ISD
www.tomballisd.net**

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CAMPUS ARRIVAL TIME

Arrival Times

It is important to familiarize yourself with the campus locations before accepting your first assignment. The schedule listed below should be followed for campus arrival and dismissal times.

High Schools

Tomball	6:30 a.m.	2:50 p.m.
Tomball Memorial	6:30 a.m.	2:50 p.m.
Tomball West	6:30 a.m.	2:50 p.m.
Tomball Star Academy	6:30 a.m.	2:35 p.m.

Junior High Schools

Creekside Park	7:20 a.m.	3:30 p.m.
Tomball	6:45 a.m.	2:45 p.m.
Willow Wood	6:45 a.m.	2:45 p.m.
Grand Lakes	6:45 a.m.	2:45 p.m.

Connections Academy

	6:45 a.m.	2:45 p.m.
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Intermediate Schools

Northpointe	7:15 a.m.	3:30 p.m.
Oakcrest	7:15 a.m.	3:30 p.m.
Tomball	7:15 a.m.	3:30 p.m.
West	7:15 a.m.	3:30 p.m.

Elementary Schools

Canyon Pointe	7:50 a.m.	4:15 p.m.
Creekside Forest	7:50 a.m.	4:15 p.m.
Creekview	8:05 a.m.	4:20 p.m.
Decker Prairie	7:50 a.m.	4:15 p.m.
Grand Oaks	8:05 a.m.	4:20 p.m.
Lakewood	7:50 a.m.	4:15 p.m.
Rosehill	7:50 a.m.	4:15 p.m.
Timber Creek	7:50 a.m.	4:15 p.m.
Tomball	7:50 a.m.	4:15 p.m.
West	7:50 a.m.	4:15 p.m.
Wildwood	8:05 a.m.	4:20 p.m.
Willow Creek	8:05 a.m.	4:20 p.m.

PreK School

Early Excellence Academy	8:10 a.m.	4:40 p.m.
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Be prompt to start your duties at the scheduled time. If you anticipate that you will be late, you must call the school office so they can plan accordingly. **You are expected to remain at school until the end of the school day, which may include the teacher's end-of-the-day duties.** Be sure to check with the Substitute Coordinator for instructions regarding classroom access, etc.

SUBSTITUTE EXPECTATIONS

All policies that apply to full-time teachers and instructional aides are also applicable to substitutes. All substitutes are expected to review and acknowledge the Tomball ISD Employee Handbook through the Vector Solutions platform. Access will be granted prior to your start date. Tomball ISD Board Policy may be accessed on the district website (www.tomballisd.net) under Board>Board Policy[LW1]. In addition, the district has established the following expectations for substitutes:

Upon arrival at the campus:

- Make sure your substitute badge is clearly visible.
- Arrive on time.
- Sign in and out in the front office at the beginning and end of the day.
- Check for any materials or special instructions left by the absent employee or the Substitute Coordinator.
- Meet neighboring teachers.
- Receive applicable emergency and non-emergency procedures/routes for (weather, fire drills, film, assembly, field trip, etc.).

In the classroom:

- Add your name on the board and introduce yourself to each group of students.
- Read lesson plans and prepare assignments.
- Greet students at the door as they enter the room.
- Be professional, friendly, and enthusiastic.

During the day:

- Start class confidently and on time.
- Be aware of the campus attendance and tardy procedures and follow listed procedures.
- Do your best to follow the lesson plans left by the teacher.
- Follow posted procedures (If there are established routines, make no changes).
- To ensure students are on task, use proximity and circulate the room to monitor their work. Do not remain at the teacher's desk.
- Encourage student attention and participation.
- Provide students with specific feedback about their progress in a respectful manner.
- Contact the campus substitute coordinator or staff members in the front office for any support needed regarding a student discipline issue.
- Consult nearby teachers or the front office if you have questions or need help.
- Direct students to clean up and be ready to transition when class ends.
- Leave all notes, feedback for the teacher, and student work on the teacher's desk or designated location.

Classroom Presence

- Never leave students unattended - Students must be supervised at all times by an adult.
- If you need to leave the classroom for any reason (such as to use the restroom, seek medical attention from the nurse, obtain supplies) notify a nearby teacher or contact the front office to make alternate arrangements to supervise the classroom.
- Remain with the students if the class relocates to other parts of the campus for reasons such as: lunch, recess, restroom breaks, or afternoon transportation stations, unless otherwise directed.

Classroom Management

Classroom management is a term teachers use to describe the process of ensuring that classroom lessons run smoothly despite disruptive behavior by students. The term also implies the prevention of disruptive behavior. Effective classroom management creates an environment that is conducive to teaching and learning. Ineffective classroom management often creates chaos.

The purpose of a classroom management plan is to ensure and maintain an optimal learning environment for all students, free from misbehavior and disruptions.

Classroom procedures help students know what to do when the bell rings, when their pencil breaks, when they finish their work early, or when they need to use the restroom. A smooth-running classroom is the result of a teacher's ability to effectively teach procedures for just about everything in their classroom.

Classroom Management Tips[LW2]

- Demonstrate respect at all times
- Ensure student engagement
- Set clear expectations
- Establish effective time management
- Review consequences for misbehavior
- Assume the best in your students
- Praise what you can when you can
- Follow the lesson plans provided
- Rehearse transitions
- Make positive phone calls home (for long term substitutes only)
- Follow set classroom and campus routines
- Provide lots of positive feedback.
- Use clear direct language-free from sarcasm; tone of voice and body language can communicate calmness to students.
- Reprimand students privately.

Reasons for Student Misbehavior

- Seeking Attention- Being the center of attention is a common desire for students, some more than others.
- Desire for Power- The student wants to be in control of the classroom.
- Looking for Revenge-The student may lash out at the teacher for real or perceived wrongs.
- Lack of Self-Confidence- The student is afraid to participate in class because he/she does not believe the work can be done.
- Classroom Environment- The classroom environment may overstimulate the student.
- Problems with Curriculum- The student does not comprehend the material presented in class.

Classroom Property

Items located in the classroom are district, employee, and student property. Substitutes are not to search the contents of classroom desks, cabinets and other storage, take items for themselves, or distribute items to students, other than as directed by staff or as needed for instructional purposes. Substitutes are specifically directed not to distribute food, beverage or candy items to students without authorization, as this can pose a safety concern to students with dietary restrictions.

Communication with Human Talent



Red Rover (Absence Management) is the primary method for group communication from the Human Talent department to active substitutes. Substitutes are expected to check their Red Rover accounts regularly on a year-round basis, even if they are accepting assignments via other methods. Important notifications regarding policy changes, renewal dates, training opportunities, and special assignments will be visible upon logging into the account. Substitutes should be prepared to reference information in their Red Rover account when communicating with Human Talent staff.

Communication with Students and Staff

Substitutes are not to exchange personal contact information with students or have any contact with students by phone, text or social media. Substitutes should not take any photographs or video footage of students, staff or campus property. Substitutes should not discuss, or encourage students to access their personal social media pages. Substitutes are encouraged to adjust their social media privacy settings to prevent unwanted access by students. Substitutes should not engage in discussions with students on topics which are of an inappropriate or highly controversial nature or are irrelevant to the lesson. Questions from students on these topics should be directed to parents or school administrators. Substitutes should avoid yelling or directing profanity, unprofessional language, hurtful sarcasm or criticism, or a disrespectful tone toward students or staff.

Computer Use

Substitutes' use of district computers must be directly related to instructional assignments. District computers are not for personal use such as email, gaming, shopping, information searches, or social media. Spontaneous searches on district computers should not be conducted if the results will be visible to students on a computer screen or SMART board, as unanticipated inappropriate content may appear. Long-term substitutes will be provided with a district email address and additional system access if needed via a request from the campus to the district's Technology department.

Conference Periods

Substitutes are expected to remain on campus during the absent employee's assigned conference period. Substitutes may not leave early without permission if the absent employee's conference period is the last period of the day. Substitutes are subject to be assigned other duties during this time.

Dress Code

Tomball ISD expects all employees to present a professional appearance for students and families, promote a positive work environment, and ensure safety in the workplace. The following section lists examples of appropriate and inappropriate attire. This is intended to serve as a guideline and is not all-inclusive.

Dress Code Standards:

- Slacks or pants
- Collared shirts or blouses (long or short-sleeved)
- Dresses, tunics, or skirts (no shorter than the knee)
- Male substitutes will appear clean-shaven or neatly trimmed.
- Hair should be neat and clean and worn in a style that does not disrupt the work environment.

Inappropriate Dress and Guidelines:

- Garments that are too tight, too revealing or too short (no mini-skirts, even with tights).
- Sweat/jogging suits, exercise apparel, yoga pants, leggings, spandex or Lycra items
- Ripped, torn or stained clothing or shoes
- Recreational sandals, such as flip-flops, Crocs or rubber-soled shoes
- Hats worn indoors
- Males: Sleeveless shirts, shorts or sandals

- Females: Backless, halter, tube top, off-the-shoulder, midriff, spaghetti strap or low-cut blouses. Female staff members may wear sleeveless blouses if shoulder seams extend to the shoulder and undergarments are covered.
- Substitutes should cover any inappropriate or distracting tattoos.
- Body/face piercings should be covered or removed.
- Male substitutes should refrain from wearing earrings of any type.

Jeans and Other Exceptions:

Substitutes should never assume jeans are appropriate without confirmation. Campuses may observe “Spirit Days” on selected days which permit a more relaxed dress standard. Guidelines for appropriate dress vary by campus and may include jeans, college or spirit shirts, and athletic shoes. The principal may also approve variations in the dress code for field days, special events, or those individuals whose assignments necessitate an alternate form of dress. For questions regarding spirit day dress or to request accommodation of dress code requirements, please consult the campus Substitute Coordinator or Principal, who will also address any cases of distracting or inappropriate appearance. TISD is confident that each substitute will use his or her best judgment in following the above dress code guidelines. The Principal and Substitute Coordinator reserve the right to evaluate appropriateness. If you are unsure whether an article of clothing is acceptable, don’t wear it. Please be considerate and set a positive example that does not undermine the dress code expectations for students and campus staff.

Emergency Procedures

Substitutes should review the fire escape routes and emergency procedures provided in the classroom. Substitutes will be informed at check-in if a drill is scheduled. Questions related to fire drills, tornado drills, or shelter-in-place scenarios should be directed to the front office.

Eating and Drinking

Substitutes are permitted to have non-alcoholic beverages in the classroom. Any spills should be wiped up immediately. Substitutes are not permitted to eat in the classroom during instructional time. It is preferred for substitutes to eat in the teacher’s lounge or cafeteria, Substitutes should eat lunch in the Teacher’s Lounge and not in the classroom.

Extra Duty Assignments

In addition to covering scheduled class periods, substitutes are expected to perform all extra duties normally assigned to the employee, such as bus duty, car rider duty, lunch duty, or recess duty. Failure to fulfill extra duty assignments poses a safety risk for students. Any substitute who does not fulfill extra duty assignments will be considered to have not met expectations and may therefore receive a negative performance evaluation.



Handbook

The Substitute Handbook is updated annually and as needed during the school year to reflect updates. Substitutes are expected to print and maintain a current copy of the Substitute Handbook, acquaint themselves with its contents, and take it with them to campus assignments for reference during the school day.

ID Badges

Substitutes are issued an ID badge for the current school year by the Human Talent department. This badge must always be worn while on campus. Substitutes must exchange their old badge for a new one on annually.

Illness/Injury

Students: If a student is ill and must leave the classroom to see the nurse, a pass must be issued. In the case of an injury, accident or other emergency, call or send someone for the nurse and Principal

immediately. Do your best to care for the situation calmly and professionally in the meantime to avoid alarm. Do not permit others to crowd around a student who is ill or injured. Under no circumstances should a substitute dispense over-the-counter pain relievers or other medication or search the contents of a student's personal medical bag. The school nurse is available and authorized to evaluate illness or injury and administer first aid and medication provided by the student's parent. Information regarding a student's illness or injury at school is confidential and should not be discussed with other individuals. The school nurse will make all necessary contacts with family members or medical professionals.

Substitutes: If a substitute becomes ill or injured during the school day or another emergency arises which prevents fulfillment of the assignment, notify the Substitute Coordinator or nurse immediately so the staff can provide assistance, and alternate coverage can be arranged. A substitute may leave campus provided they have authorization from the Principal or Substitute Coordinator and follow the campus check-out procedure.

Personal Electronic Devices

During class periods, substitutes are not to use personal cell phones, laptops, tablets, earbuds, or other electronic devices to text, make or receive calls, listen to music, access the Internet, take photographs or video footage of students, staff, or campus property, or for any other purpose. Personal electronic devices may be used during the absent employee's conference period, provided it does not disturb staff or students.

Physical Requirements

Substituting in Special Education, Physical Education, Athletics, and some Career and Technical Education classes can be physically challenging. Substitutes should consider any physical limitations they may have which would prevent them from fulfilling the essential duties of the job before accepting one of these assignments.

Physical Touch

Substitutes are expected to always display respect toward students through both words and actions. Please make a conscious effort to remain 6 feet apart from all students in your classroom. A substitute should not initiate forms of physical touch toward a student (such as patting, hugging, grabbing, slapping, collaring, wrestling/horseplay, adjusting/removing student clothing, or other types of physical contact) without administrative authorization. If a student initiates physical touch toward a substitute, the substitute should respectfully remove themselves from the contact as soon as reasonably possible.

Restrooms

Staff restrooms are available to substitutes. Whenever possible, restroom breaks should be taken between classes or during conference periods, not during instructional time. If you are unsure of restroom locations or if a key is required, contact the front office.

School Closures

In the event of severe weather or other emergencies, information regarding delayed start times, early releases, and school closures will be posted on the district website (www.tomballisd.net), Facebook, Twitter and announced through local media outlets. Substitutes are expected to consult these resources for closure information before reporting to campus. Substitutes will not be personally notified of school closures. Substitutes will not be paid for assignments on days when advance notice of school closure was available.

Sexual Harassment

Tomball ISD takes very seriously its commitment to preventing sexual harassment in the workplace. All allegations of sexual harassment are investigated, and appropriate action taken. See Physical Touch policy.

Tobacco/Alcohol

Smoking, the use of other tobacco products, e-cigarettes or any other electronic vaporizing device, and the consumption of alcoholic beverages are prohibited 24 hours a day on school property per Board policy.

RED ROVER ABSENCE MANAGEMENT (formerly Frontline)

Absence Management



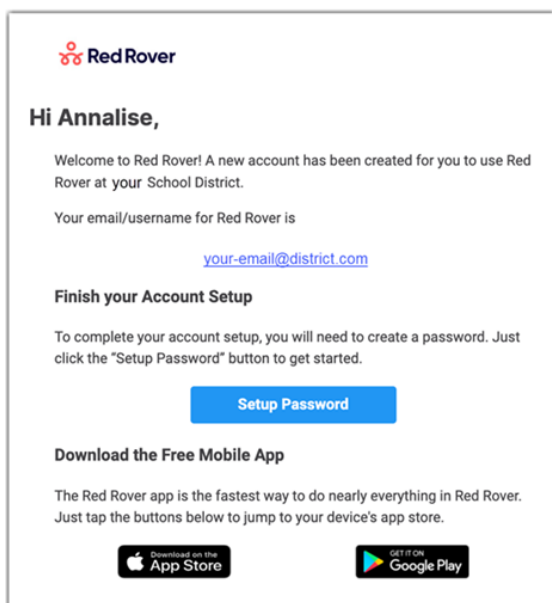
Welcome back!

Enter your email address and tap next to access your account.

Next

Tomball ISD utilizes Absence Management, a substitute placement system used by school districts nationwide. Employee absences and vacancies are entered and tracked using the Red Rover Absence Management system. This service utilizes online, phone, and optional mobile app features to communicate available jobs. When substitutes accept a job, they are issued a confirmation number for the assignment. The online, phone, and mobile app systems work together. Jobs accepted by any method will be reflected in a substitute's online account.

[Can't remember your login details?](#)



Logging Into the Red Rover

To log into a Red Rover web application, you will first receive an email from no-reply@mg.redroverk12.com to set up your personalized username and password. From here, you will enter the Red Rover ID username and password you chose for your Red Rover account. The username and password must each include at least one alphabet character. If you ever forget your password, you can reset it on the login page: <https://app.redroverk12.com>.

Accepting Assignments on Red Rover

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

1. On the Red Rover Website
2. Through the free Red Rover mobile app (recommended)
3. Via Text message

You may access the Red Rover website via the TISD homepage under Staff Members>Red Rover. From your online account, you can view available, scheduled, and past jobs, set preferences, and enter non-workdays. Your online account provides available details about assignments, including notes to the substitute and paper clip, envelope, phone, and map icons, which enable substitutes to view attached documents, email the employee, access the campus phone number, or see the campus location.

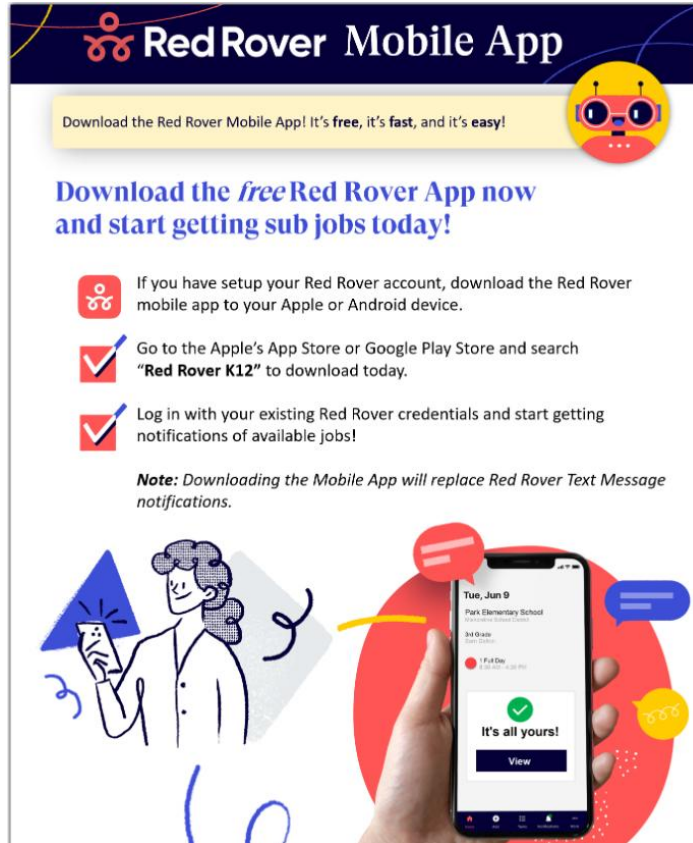
Red Rover Home Page

Once logged into your Absence Management account, you will be taken to the Home Page which offers some key pieces of information for you to stay on top of your assignments. On the left-hand side of the screen, you can manage your availability and set school preferences.

Non-Work Days

A non-work day is a day on which a substitute is unavailable to work or does not wish to take an assignment. Non-work days can be added or removed on the home page of your online account.

Red Rover Mobile App



Red Rover offers a recommended and free mobile app that provides automatic continuous notification of substitute opportunities. To get started utilizing the Absence Management app, access the app store on your mobile device and download the Red Rover app.

Assignment Types

Available assignments are either categorized as absences or vacancies. **An absence** is for a current employee who needs to be away from campus on a given date. **A vacancy** is classified as either an open position or an over limit, which is a temporary need for extra personnel. More information regarding the nature of vacancy assignments can be obtained by contacting the campus Substitute Coordinator. **Retiree substitutes may be subject to TRS limitations on how many days per month can be worked in vacant, open, and over limit assignments.**

Assignments are either full-day or half-day in duration. Full days are approximately eight hours in length; half days are approximately four hours in length and can occur in the morning (AM) or afternoon (PM). Please take note of the correct start and end times of your accepted assignments.

Assignments are either professional or paraprofessional in nature. Professional assignments include teachers, librarians, nurses, counselors, and administrators. Paraprofessional assignments include aides and office staff.

Cancellations

Substitutes should make every effort to fulfill assignments they have accepted. Cancellations place an undue burden on campus staff and students. Substitutes may not cancel an assignment for matters of convenience, location, pay rates, or personal preference. Acceptable reasons for cancellations include personal or family illness, bereavement, emergency weather conditions, or unanticipated lack of transportation.

Substitutes may cancel their own full-day or half-day assignments in their online Absence Management account up until the established deadline of 2 ½ hours prior to the assignment start time. Multi-day assignments may be cancelled in Red Rover up until 24 hours prior to the assignment start time. Cancelled assignments will go back out to the substitute pool. Substitutes who cancel an assignment online will not be able to accept another assignment on the same day(s). A system-generated non-workday will appear in their online account. Cancellations after the deadlines above must be made by the campus Substitute Coordinator or one of the Human Talent contacts. A list of Campus Contacts is included in this handbook. Substitutes should not attempt to cancel assignments by contacting the absent employee.

Red Rover Training

Training is provided during Substitute Orientation on the use of the Red Rover system. A variety of helpful user guides and videos are also available by clicking Help in your online account and then entering key words to conduct a search.

HUMAN TALENT PROCEDURES

Eligibility

A substitute is an individual who serves on a temporary basis in an employee absence or vacancy. To be eligible to serve as a substitute **paraprofessional**, an individual must have completed a minimum of forty-eight (48) semester hours of college credit or have a high school diploma/GED and have met formal academic assessment requirements. To serve as a substitute **professional**, an individual must have completed a minimum of sixty (60) semester hours of college credit. These college hours must be verified via an official college transcript, bearing the signature/stamp of the registrar. There are several steps involved in becoming an active substitute. Substitute applicants must be eligible for hire within Tomball ISD, accurately complete a current online application, meet the college requirements, have a clear background check, three professional references, proof of fingerprinting and DPS clearance. Substitutes must also successfully complete all required training, assessments, interviews, orientation, new hire paperwork, and benefits paperwork before receiving an ID badge and Absence Management account.

Texas Retirement System

Substitute teachers who have retired from active teaching anywhere in Texas and receive annuity payment income from the Texas Retirement System of Texas should report this to the Tomball ISD Human Talent Department. For TRS retirees, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, an overlimit, an open position, or a supplemental position, the retiree must seek approval from the district before accepting the position. Individuals are responsible for understanding and adhering to the TRS guidelines. Services rendered as a substitute may qualify for service of credit with the Teacher Retirement System of Texas provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas for further information.

Personnel Files

It is a Texas Education Agency requirement that school districts maintain a personnel file on each substitute employed. It is important to keep your substitute file current. Any need for changes to your name, address, telephone number, email address, retiree status, W-4 deductions or direct deposit information should be reported to IWantToSub@tomballisd.net or 281-357-3100.

Renewal

A new substitute roster is created for each school year. Those substitutes who are on the active roster at the time of renewal, have worked at 5 full days in the fall and 5 full days in the spring, and are not currently under HT review for unsatisfactory performance, will be eligible to renew for the new school year. Renewal details are announced via Absence Management notification in the Spring and the individuals eligible for renewal will receive an email notifying them of a checklist of items that must be completed and submitted online to substitute for the following school year. These documents must be completed to be active for the upcoming school year. Required annual documents include the Substitute Handbook Receipt, LORA (letter of reasonable assurance), benefits elections, new badge, compliance courses, and other updates deemed necessary by Human Talent. Substitutes who do not complete all renewal requirements by the deadline outlined in the email from Human Talent will be deactivated and must reapply online to return for the following school year.

Vector

Substitutes have 30 days from the date of onboarding to complete Vector Compliance Courses. If these courses are not completed within 30 days, the substitute will be deactivated until the courses are completed.

Deactivation

If, at any time during the year, you wish to be voluntarily deactivated as a substitute, you must submit your written request and reason for deactivation, such as relocation, full-time employment, or health issues, via email to IWantToSub@tomballisd.net . Please keep in mind that once deactivation is complete, you must reapply and complete the hiring process as all aspiring new substitutes.

Preferred Substitutes

Campus employees have the discretion to determine which substitutes they prefer to use based on the best interests of the students or school. A substitute may be contacted personally by an employee and offered a substitute assignment. If the substitute accepts, the campus staff will enter the assignment into Absence Management. It is the substitute's responsibility to ensure that any offered assignments are recorded in their Absence Management profile to ensure compensation. An active substitute may not necessarily be preferred by every employee or campus.

Excluded Substitutes

Exclusion from substituting at a Tomball ISD campus will automatically result in a review of the events that led up to the exclusion with the Human Talent Department. Exclusions could be for a specific employee, classroom, grade level, department, or campus in the future. Substitutes who are excluded from an individual campus may continue to view and accept assignments on other campuses. In the case of multiple or severe performance issues, substitutes will be required to meet with Human Talent leadership to discuss their eligibility to continue as a district substitute.

Unsatisfactory Performance

Substitutes may be removed from service to the district by Human Talent administration at any time deemed necessary and appropriate. Deactivation from the substitute system may occur for reasons including, but not limited to: failure to renew by the posted deadline, excessive or inappropriate job cancellations or tardiness, unprofessional behavior, endangering a student, inability to perform the essential functions of the job, poor performance, work inactivity (not accepting jobs for two months or more), failure to follow substitute procedures, violation of campus or district policies, or other legal reasons deemed necessary.

PAYROLL PROCEDURES

Paychecks

Substitute paychecks are deposited directly into the checking or savings account noted by the substitute on their Direct Deposit Authorization Form. Changes to account information must be made by completing a new direct deposit form at least one pay period in advance. Failure to update your direct deposit information will impact the date payment will be received. Direct deposit forms are available on the district website (www.tomballisd.net) under Departments>Human Talent> Substitute Paperwork. Please consult this schedule to determine which pay date corresponds to your completed assignments. Substitutes will have required withholding and elected benefits premiums deducted from their paychecks. A substitute who is a former Tomball ISD employee and has an accrued sick leave balance may not use paid leave while serving as a substitute. Please refer to the following payroll schedule to determine when you should be paid for completed assignments.

SUBSTITUTE PAYROLL SCHEDULE 2026-2027 SCHOOL YEAR

PAYROLL PAY PERIOD		
START DATE	END DATE	PAY DATE
July 1**	July 17	Aug 10, 2026
July 18	July 31	Aug 25, 2026
Aug 1	Aug 14	Sept 10, 2026
Aug 15	Aug 28	Sept 25, 2026
Aug 29	Sept 11	Oct 9, 2026
Sept 12	Sept 25	Oct 23, 2026
Sept 26	Oct 9	Nov 10, 2026
Oct 10	Oct 23	Nov 19, 2026
Oct 24	Nov 6	Dec 10, 2026
Nov 7	Nov 20	Dec 17, 2026
Nov 21	Dec 11	Jan 8, 2027
Dec 12	Jan 8	Jan 25, 2027
Jan 9	Jan 22	Feb 10, 2027
Jan 23	Feb 5	Feb 25, 2027
Feb 6	Feb 19	Mar 10, 2027
Feb 20	Mar 5	Mar 25, 2027
Mar 6	Mar 26	Apr 9, 2027
Mar 27	Apr 9	Apr 23, 2027
Apr 10	Apr 23	May 10, 2027
Apr 24	May 7	May 25, 2027
May 8	May 21	June 10, 2027
May 22	Jun 4	June 25, 2027
Jun 5	Jun 18	July 9, 2027
Jun 19	Jun 30**	July 23, 2027

Pay Rates

Substitutes shall be compensated according to the following guidelines. Substitutes with 48-59 college hours or with a high school diploma/GED and have met formal academic assessment requirements are eligible to substitute in paraprofessional assignments only. Substitutes with 60+ college hours are eligible to substitute in either paraprofessional or professional assignments. Daily compensation is based on the type of assignment and the qualifications of the substitute.

Paraprofessional (Aide) Pay

Substitutes in Tomball ISD will be compensated according to the following full-day rates:

Paraprofessional Assignment Pay Rates (48-59 College Hours)		
Category	Full Day	Half Day
Paraprofessional – excluding self-contained Sp.Ed. assignments (48+ College Hours/ High School Diploma or GED and PAC Test)	\$ 80.00	\$ 40.00
LVN, Health Services Clerk (Holding a valid Texas Nursing LVN License/ High School Diploma)	\$ 80.00	\$ 40.00
Sp.Ed. Paraprofessional – excluding in-class support assignments (48+ College Hours/ High School Diploma or GED and PAC Test)	\$ 116.00	\$ 58.00

Safe Handling Class

Free district training entitled “Safe Handling for Students with Special Needs” is typically offered by the Special Services Department twice a year (once in the fall semester and once in the spring semester). This class is for substitutes interested in working as a paraprofessional/aide in self-contained special education classes. Substitutes who successfully complete the class and subsequently fulfill an eligible paraprofessional/aide assignment in a self-contained special education class (PALS, PASS, AB, ECSE, SLL or Developmental) will be paid \$90.00/day for the assignment. **In-Class Support Aide roles are not eligible for the higher rate.** Registration details for these classes are determined by Special Services, not by Human Talent, and will be announced once available via notification on Absence Management.

Description of Special Education Programs (Sp.Ed.)	
SLL	Designed to serve students who have been identified as having Autism Spectrum Disorder (ASD) and/or behaviors similar to ASD. Program components include highly structured, individualized programming, communication and language training, social skills training, utilization of natural environments for instruction, positive behavioral programming, educationally based sensory activities, and when appropriate, inclusion with same age peers in general education settings.
ECSE	Pre-school program for children with disabilities is designed to serve students ages 3 to 5 who have documented significant cognitive, physical, social, and/or emotional disabilities. This early intervention program provides students with growth experiences in language development, motor skills, self-help skills, social developmental and functional pre-academics. The critical elements of the PPCD classroom include but are not limited to: use of visual supports (schedules, task analysis, token economy systems, communication boards), differentiated instruction, use of reinforcement, and instructional accommodations (segmenting assignments, reminders to stay on task, frequent breaks, repetition of instructions, use of timers, check for understanding, close supervision, oral response, extra time, and providing choices).

PASS	Positive approach to students with behaviors that need instructional and behavioral support in a mainstream and structured environment.
PALS	Designed to serve students who have documented significant cognitive or physical disabilities which prevent them from making meaningful progress in general education curriculum and who require instruction in daily living skills. This program provides students with growth experiences in language development, self-help skills, social development, functional academics, health, leisure, safety, and vocational skills. The critical elements of the PALS classroom include but are not limited to: instruction in alternate curriculum, use of visual supports (schedules, task analysis, token economy systems, communication boards), differentiated instruction, use of reinforcement, and instructional accommodations (segmenting assignments, reminders to stay on task, frequent breaks, repetition of instructions, use of timers, check for understanding, close supervision, oral response, extra time, and providing choices).
SPED AB	Adaptive Behavior is support provided by a Special Education Teacher in a highly structured self-contained special education setting. The primary purpose is to teach age-appropriate expression of emotions as it relates to their academic success with the goal of transitioning into the general education setting. Once component of the AB Program is to help students gain improved social skills.
Developmental	Designed to serve students who have documented significant cognitive disabilities that affect their ability to make meaningful academic progress in the general education curriculum requiring instruction at the pre-requisite level. This program provides students with growth experiences in academics, language development, self-help skills, social development, health, leisure, safety and pre-vocational skills. The critical elements of the Developmental classroom include but are not limited to: instruction in alternate curriculum, use of visual supports (schedules, task analysis, token economy systems, communication boards), differentiated instruction, use of reinforcement, and instructional accommodations (segmenting assignments, reminders to stay on task, frequent breaks, repetition of instructions, use of timers, check for understanding, close supervision, oral response, extra time, and providing choices).
SPED Para	Assisting students with special education services in a variety of settings

Professional (Teacher/Librarian) Pay

Substitutes in Tomball ISD will be compensated according to the following full-day rates:

Professional Assignment Pay Rates		
Category	Full Day	Half Day
Substitute Teacher (60+ College Hours /Bachelor's Degree/Texas Certified)	\$ 116.00	\$ 58.00
Substitute Nurse (Holding a valid Texas Nursing RN License)	\$280.00	\$140.00

Long-Term Professional Assignments

Substitutes fulfilling long-term professional assignments of twenty (20) or more consecutive days in the same classroom must be approved in advance by the Human Talent Department. The campus requesting the long-term substitute is responsible for initiating the approval process. Long-term substitutes receive their standard daily rate for days 1-19 in the assignment. Starting on day 20, pre-approved substitutes that hold the same Texas certification as that of the classroom they are long-term substituting in will begin earning the long-term rate. The long-term rate will take effect on the paycheck corresponding to the 20th day worked and will include a retroactive payment to the first day worked. A break in service of no more than 5% of the duration of the assignment is allowed and will not affect the long-term rate if the substitute is responsible for planning the assignment during this break. Any pre-existing commitments on days within the timeframe of the long-term assignment must be communicated in advance to the principal for approval.

Pre-approved long-term substitutes will be compensated according to the following full-day rates:

Long Term Substitute Pay Rates		
Category	Full Day	20+ Days in same Long-Term Assignment
60+ College Hours/Bachelor's Degree/Texas Certified but NOT in content area of the long term assignment	\$ 116.00	\$ 120.00
Texas Certified in content area of the long term assignment	\$ 116.00	\$ 180.00

Certification

Substitutes who obtain a valid Texas teacher certification after initially being activated as a substitute are responsible for notifying the Human Talent department of their new credentials. Once a new certificate is verified, the substitute's profile will be updated. Assignments fulfilled after the substitute's profile has been updated will be compensated at the corresponding higher rate.

BENEFITS

Health Insurance

Tomball ISD offers health insurance coverage to eligible substitutes through Blue Cross Blue Shield. An eligible substitute is one who is not a TRS retiree and whom the district reasonably expects to work at least 10 hours per week. Therefore, TISD offers health insurance coverage with the expectation that participants will accept assignments on a minimum of two days each week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits enrollment through TISD.

If you elect to enroll, you must maintain active substitute status to remain eligible for coverage. The district's need for substitutes varies from week to week. Likewise, the district understands that in some weeks, you may not be available to accept assignments due to illness or personal reasons. You should take every opportunity to work for TISD to maintain your active status. Substitutes working in multiple school districts should prioritize working in the district where they have benefits coverage.

If you elect to enroll, you will be responsible for advance payment of the full premium for the month being covered by the 15th day of the previous month. For example: The premium for October coverage is due on or before September 15. Failure to pay premiums by this monthly deadline will result in termination of coverage. A substitute or other temporary worker who is enrolled in TRS-ActiveCare and who is subsequently terminated and becomes ineligible for health coverage will be provided notice regarding continuation of coverage under COBRA (if eligible). Substitutes whose coverage is cancelled due to non-payment of premiums would not be eligible for COBRA.

New substitutes must accept or decline health insurance coverage before being activate within Tomball ISD. Returning substitutes will accept or decline health insurance coverage during the annual renewal process. For more information regarding medical insurance, please consult the TISD district website (www.tomballisd.net) under Departments>Employee Benefits>Substitutes.

403(b), 403(b) Roth and 457 Plans

Substitutes are eligible to participate in a 403(b), 403(b) Roth or 457 retirement plan. A 403(b) plan allows you to invest tax deferred income in fixed annuities, variable annuities, and/or mutual funds while earning tax deferred interest. The term 403(b) is used synonymously with 403(b)(7), Tax Deferred Annuity (TDA), and Tax Sheltered Annuity (TSA). To contribute to a 403(b) account, you must select an approved vendor from those posted online at www.tomballisd.net under Departments>Employee Benefits>403(b) Tax Sheltered Annuity. Distributions are available upon termination of employment, death, disability, retirement, or certain types of hardship. Distributions may be rolled into an IRA, 403(b) or 401(k) plan, or they can be used to buy back years from TRS service. There is a 10% penalty imposed by the IRS for funds withdrawn prior to age 59 1/2, in addition to normal tax consequences, for qualified distributions. For more information regarding the 403(b) Plan, please consult the TISD district website (www.tomballisd.net) under Departments>Employee Benefits>Substitutes.

457(b) FICA Alternative Plan and Trust

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) mandates that employees of public agencies, including school districts who are not members of the employer's existing retirement system as of January 1, 1992 be covered under Social Security or a qualifying alternative plan. The ESC Region 10 457(b) FICA Alternative Plan satisfied federal requirements and provides substantial cost savings compares to Social Security.

Questions?

If you have questions regarding **Benefits**, please contact Pam Norsworthy, Benefits Coordinator, at pamelanorsworthy@tomballisd.net or 281-357-3100 x 2021

CAMPUS CONTACTS

Primary Substitute Coordinators are listed in bold.
Maybe list just school info below but not the titles/names/extension.

Canyon Pointe Elementary School
13002 Northpointe Blvd.
Tomball, TX 77377

Phone: 281-357-3122
Fax: 281-357-3147

Creeside Forest Elementary School
5949 Creekside Forest Drive
The Woodlands, TX 77389

Phone: 281-357-4526
Fax: 281-357-4535

Creeside Park Junior High School
8711 Creekside Green Drive
The Woodlands, TX 77375

Phone: 281-357-3282
Fax: 281-516-9606

Creekview Elementary School
8877 West New Harmony Trail
The Woodlands, TX 77389

Phone: 281-357-3070
Fax: 281-357-3071

Decker Prairie Elementary School
27427 Decker Prairie-Rosehill Road
Magnolia, TX 77355

Phone: 281-357-3134
Fax: 281-357-3293

Early Excellence Academy
1440 Keefer Rd
Tomball, TX 77375

Phone: 281-357-3052
Fax: 346-614-4299

Grand Lakes Junior High School
20247 Cypress Rosehill Rd
Tomball, TX 77377

Phone: 281-357-3100

Grand Oaks Elementary School
20241 Cypress Rosehill Rd
Tomball, TX 77377

Phone: 281-357-3085

Lakewood Elementary School
15614 Gettysburg Drive
Tomball, TX 77377

Phone: 281-357-3260
Fax: 281-357-3271

Northpointe Intermediate School
11855 Northpointe Blvd.
Tomball, TX 77377

Phone: 281-357-3020
Fax: 281-357-3026

Oakcrest Intermediate School
18202 Shaw Road
Cypress, TX 77429

Phone: 281-357-3033
Fax: 281-357-3034

Rosehill Elementary School
17950 Waller Tomball Road
Tomball, TX 77377

Phone: 281-357-3075
Fax: 281-357-3099

Timber Creek Elementary School
8455 Creekside Green Dr.
The Woodlands, TX 77389

Phone: 281-357-3060
Fax: 281-357-3061

Tomball Connections Academy
1302 Keefer St.
Tomball, TX 77375

Phone: 281-357-3281
Fax: 281-357-3291

Tomball Elementary School
1110 Inwood St.
Tomball, TX 77375

Phone: 281-357-3280
Fax: 281-357-3288

Tomball High School
30330 Quinn Road
Tomball, TX 77375

Phone: 281-357-3220
Fax: 281-357-3248

Tomball Intermediate School
723 West Main Street
Tomball, TX 77375

Phone: 281-357-3150
Fax: 281-357-3148

Tomball Junior High School
30403 Quinn Road
Tomball, TX 77375

Phone: 281-357-3000
Fax: 281-357-3027

Tomball Memorial High School
19100 Northpointe Ridge Lane
Tomball, TX 77377

Phone: 281-357-3230
Fax: 281-357-3240

Tomball Star Academy
11211 FM 2920
Tomball, TX 77375

Phone: 281-357-3222

Tomball West High School
17803 Cypress Hts. Dr.
Cypress, TX 77433

Phone: 281-357-3240

West Elementary
18444 Cypress Heights Dr.
CypressTX77433

Phone: 281-357-3100

West Intermediate
18302 Cypress Heights Dr.
CypressTX77433

Phone: 281-357-3160

Wildwood Elementary School
13802 Northpointe Blvd.
Tomball, TX 77377

Phone: 281-357-3040
Fax: 281-357-3041

Willow Creek Elementary School
18302 N. Eldridge Parkway
Tomball, TX 77377

Phone: 281-357-3080
Fax: 281-357-3092

Willow Wood Junior High School
11770 Gregson Road
Tomball, TX 77377

Phone: 281-357-3030
Fax: 281-357-3045

JULY 2026 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	 2026-2027 Calendar First Day of School August 18, 2026 Last Day of School May 27, 2027 Staff & Student Holidays Independence Day - July 3 Labor Day - September 7 Thanksgiving - Nov. 23-27 Winter Break - Dec. 21-Jan. 1 Martin Luther King Day - Jan. 18 Presidents Day - February 15 Spring Break - March 15-19 Good Friday - March 26 Memorial Day - May 31 Staff Development/Workdays Student Holidays August 5-7 (New Teacher) August 10-14 August 17 October 8-9, 12 November 2-3 January 4-5 February 12 March 12 May 28 and June 1 Early Release Days All Schools: Dec. 18, May 27 High Schools Only: Dec. 17, May 26 Make Up Days (if needed) February 15 March 12 May 28 Reporting Periods End October 7 December 18 March 11 May 27	JANUARY 2027 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
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