



## 2026-2027 Substitute Teacher

### Quick Reference Guide

#### CONTACTS

##### Orientation & Personnel

**Dr. Jackie Hendricks**  
[jhendricks@princetonisd.net](mailto:jhendricks@princetonisd.net)

##### Onboarding & General Employment Info

**Kim Williams**  
[kwilliams@princetonisd.net](mailto:kwilliams@princetonisd.net)

##### SmartFind & Payroll

**Catherine Lilley**  
[subs@princetonisd.net](mailto:subs@princetonisd.net)

#### ASSIGNMENTS



#### SUBSTITUTE ASSIGNMENT SYSTEM

##### PHONE

469-717-4561

##### WEBSITE

[princetonisd.sfe.powerschool.com](http://princetonisd.sfe.powerschool.com)

##### MOBILE APP

District Code:  
**KRWW**



#### SUB CHECK IN

##### Secondary

7:00 full day or AM half day;  
10:30 PM half day.

##### Elementary

8:00 full day or AM half day;  
11:30 PM half day.

#### STUDENTS

##### Student Start/Dismissal

##### Middle & High Schools

7:25 – 3:05  
Early release 12:30

##### Elementary 8:20 – 3:55

Early release 1:30

##### Early Childhood 8:30 – 4:05

Early release 1:40

#### COMPUTER ACCESS

Substitute Login  
All Campus



#### Campus Substitute Coordinator Contacts

##### During Office Hours:

Call main district number and  
select campus from the menu:

**469-952-5400**

##### After Hours ONLY:

Call emergency coordinator  
numbers below:

##### ELEMENTARY

- **Canup Early Childhood**  
Rolando Zavala 956-454-1430
- **Perkins Early Childhood**  
Christie Weaver 972-816-3311
- **Carrell Elementary**  
Larry Parker 469-416-1232
- **Green Elementary**  
Kyla McDade 214-263-0520
- **Godwin Elementary**  
Beth Murray 409-718-6397
- **Harper Elementary**  
Michelle Hall 972-589-4702
- **James Elementary**  
Molly Holland 210-262-9482
- **Lacy Elementary**  
Megan Rice 469-500-3030
- **Lowe Elementary**  
Brittany Charles 512-826-7144
- **Mayfield Elementary**  
Jason Brown 903-461-4766
- **Smith Elementary**  
Donnell Alexander 469-428-7698

##### SECONDARY

- **Princeton High School**  
Jerry Quinton 214-491-0486
- **Lovelady High School**  
Heather Lamb 214-995-6454
- **Bansbach Middle School**  
Haley Crawford 214-803-4002
- **Clark Middle School**  
Candice Hall 972-839-4052
- **Mattei Middle School**  
Gary Dobbs 832-718-2480
- **Southard Middle School**  
Clayton Claridy 469-865-9747
- **CATE Center**  
Brett Hackman 469-952-7415
- **DAEP**  
Rachel Dean 206-604-0038

## ARRIVAL

- Check in at the front office  
(Doors Open: 7:00 AM for secondary and 7:45 AM for elementary)

Substitutes should arrive no later than:

7:00 AM for secondary and  
8:00 AM for elementary

Pick up substitute ID Badge, sub folder, and classroom keys

- Review contents of sub folder to prepare for the day
- Report for any morning duties assigned to the regular teacher, such as car/bus lines, hall monitoring, etc.
- Be prepared for students to arrive in the classroom:  
7:25 Secondary, 8:20 Elementary  
8:30 Early childhood

## SCHOOL DAY

- Greet students at the door
- Put personal cell phone away on silent, and ensure students have done the same.
- Introduce yourself, describe the objectives for the day, and assure the students that the teacher's usual rules and routines will be observed
- Take attendance
- Follow the teacher's schedule, ensuring punctuality for transitions and class changes
- Follow the teacher's lesson plans to the greatest extent possible, monitoring the student's understanding, adjusting instruction accordingly.
- Never utilize unauthorized reading materials or videos/video clips.

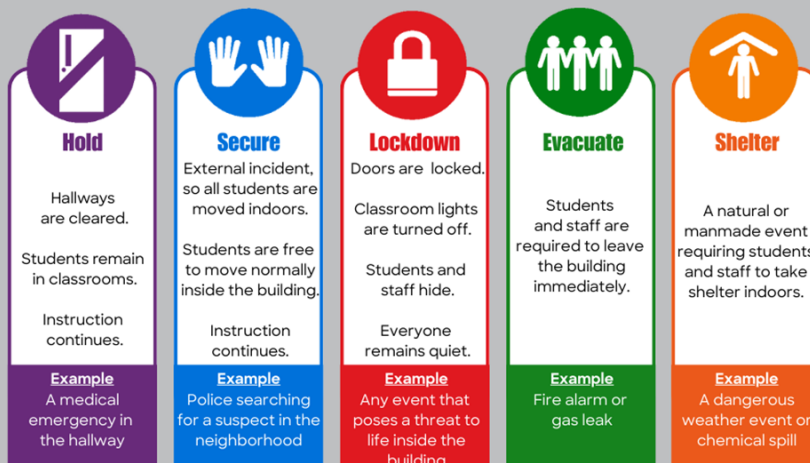
## DISMISSAL

- Have the students engage in picking up the classroom 5 to 10 minutes before dismissal.
- Dismiss the students in an orderly fashion, addressing any changes in transportation provided by the office.
- Report for any afternoon duties assigned to the regular teacher, such as car/bus lines, hall monitoring, etc.
- Leave the teacher a brief note containing a summary of the work completed and reports of positive and negative behavior encountered.
- Check out in the front office to return your substitute ID badge, sub folder, and classroom keys.

## SAFETY

- Locate classroom evacuation diagram by the door and the emergency flip chart by the phone.
- Keep classroom door closed and locked throughout the school day.
- Never leave students unattended; ask a neighbor teacher to monitor.
- Limit hall passes to one at a time.
- All medications are administered by the school nurse only.
- Report all illness/injuries to the nurse.
- Do not provide food/snacks to students due to possible allergies.

## Standard Response Protocol



[princetonisd.net/safety](http://princetonisd.net/safety)

**PRINCETON**  
INDEPENDENT SCHOOL DISTRICT

Revised for 2026-2027