



Coldspring-Oakhurst
CONSOLIDATED I.S.D.

Substitute Teacher Handbook
2021 – 2022

**COLDSRING-OAKHURST CONSOLIDATED ISD
SUBSTITUTE HANDBOOK**

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COLDSRING-OAKHURST CISD

Campus Administration

Street Elementary , Shalonda Washington – Principal	936-653-1187
Tracy Blair, Secretary	
Coldspring Intermediate , Paula McClendon – Principal	936-653-1181
Barbara Bounds, Secretary	
Lincoln Junior High , Sara Henderson – Principal	936-653-1166
Monica Garza, Secretary	
Coldspring-Oakhurst High School , Matthew Bess – Principal	936-653-1110
Fannie Ellisor, Secretary	

District Administration

Dr. Bryan Taulton , Superintendent	936-653-1114
Cindy Elliott , Superintendent’s Administrative Assistant	936-653-1114
Dr. Terra Smith , Asst. Superintendent of Curriculum & Instruction	936-653-1138
Robin Schaeffer , District Receptionist/Athletic Secretary	936-653-1115
Adam Jenke , Asst. Superintendent of Business & Finance	936-653-1105
Judy Currie , Accounts Payable Coordinator	936-653-1100
Kimberly Jeter , Payroll Coordinator	936-653-1113
Cindy Hogland , PEIMS Coordinator	936-653-1106
Candy Yeager , Human Resources Coordinator	936-653-1102

SUBSTITUTE SELECTION AND PLACEMENT PROCEDURES

Selection Procedures

Persons interested in substituting in the classrooms of Coldspring-Oakhurst Consolidated Independent School District should complete an online application at www.cocisd.org. Once approved, all substitute teacher applicants should attend the COCISD Substitute Teacher Training Workshop held at the beginning of each semester. If an applicant is hired mid-semester, they should attend the next substitute training session.

If they haven't done so already, applicants must be fingerprinted according to TEA regulations. Applicants who need to be fingerprinted will receive an email with information on how to make an appointment to be fingerprinted.

After all required paperwork has been submitted, the applicant will be added to the substitute roster. The position of substitute staff member is a part-time, non-contract, as-needed position. The District has no obligation to guarantee assignments. Substitute staff members' names may be removed from the roster if they fail to meet the expectations required of the position.

Placement Procedures

The WillSub system will manage all substitute assignments. All calls to substitutes will be made through this system from 5:30 a.m. – 7:15 a.m. and/or 5 p.m. – 9 p.m. Substitutes may accept or decline offers. The WillSub system allows substitutes to designate preferred days, grade levels, or subjects, but with fewer restrictions a substitute may expect more frequent assignments. WillSub will not function with answering machines. Repeated attempts will be made to contact substitutes until the job is filled. Job shopping through WillSub allows substitutes to look for available jobs via the Internet. All WillSub user names and passwords are **confidential** and should not be shared with anyone else. Shared passwords could result in missed work opportunities and/or errors in payroll.

CERTIFICATION STATUS

Certified substitutes are those who hold a valid teaching certificate. Degreed substitutes are those who hold a degree from an accredited college or university. Non-certified substitutes are those who meet all other qualifications, but do not hold a degree or a teaching certificate.

PERSONNEL FILE

The following items are required to complete a substitute personnel file. The file must be complete before a person's name is submitted for approval and placed on the substitute roster.

Certified & Degreed Substitute

1. A completed online application (including Criminal History authorization) at www.cocisd.org.
2. All required training module certificates
3. A copy of college transcripts showing degree earned from an accredited college or university and a copy of your teaching certificate, if applicable
4. Copy of Current Driver's License
5. Copy of Social Security Card
6. Letter of Reasonable Assurance
7. Statement of Confidentiality
8. W-4
9. Social Security Letter SSA-1945
10. Direct Deposit Authorization w/voided check
11. Substitute Handbook Receipt

Non-Certified Substitute

1. A completed application on-line (including Criminal History Authorization form) at www.cocisd.org.
2. All required training module certificates.
3. A copy of high school diploma or transcript, GED or equivalent
4. Copy of current Driver's License
5. Copy of Social Security Card
6. Letter of Reasonable Assurance
7. Statement of Confidentiality
8. W-4
9. Social Security Letter SSA-1945
10. Direct Deposit Authorization w/voided check
11. Substitute Handbook Receipt

If you have not been fingerprinted through TEA to work in a Texas school district, a FAST PASS will be emailed to you. You must follow the instructions on the FAST PASS to set up an appointment to be fingerprinted. After you have been fingerprinted, call 936-653-1102 to make an appointment to bring your receipt to the Human Resources office located at the COCISD administration building. Only then will your name will be placed on the Substitute Teacher List.

COCISD reimburses the amount paid for fingerprinting after the substitute has worked 80 hours for the District. You must notify HR when the hours have been completed, in order to be reimbursed.

Please note that failure to report an arrest within three calendar days will result in automatic removal for the substitute roster.

SUBSTITUTE TEACHER RATES

Daily Rates

Non-degreed, non-certified substitute: \$70.00/day

Degreed or certified substitute: \$90.00/day

If substituting for a Paraprofessional: \$65.00/day (degreed, certified or non-degreed)

Half-Day Rates

Non-degreed, non-certified substitute: \$35.00/day

Degreed or certified substitute: \$45.00/day

If substituting for a Paraprofessional: \$32.50/day (degreed, certified or non-degreed)

Long-Term Substitutes

Long-term substitution refers to a situation in which a person substitutes for the same teacher in the same assignment for more than ten (10) consecutive days. Long-term substitutes are involved in planning for instruction and evaluation of students. They are expected to attend faculty meetings, in-services and staff development meetings, as well as other responsibilities assigned to permanently employed teachers.

The following provisions apply to those substitutes engaged in a long-term assignment:

- Work ten (10) consecutive days; long-term status begins on the **eleventh day**.
- Pay as a long-term substitute is retroactive to day one of the assignment.
- Rate: Non-degreed, non-certified substitute -- \$85.00/day
Degreed or certified substitute -- \$110.00/day

Additional provisions include the following:

- Long-term substitutes earn 1/2 day of personal leave for 15 days on assignment.
- Time absent is without pay, long-term status and rate of pay are uninterrupted.
- If a long-term substitute has used all of his/her earned personal leave and then misses work for one day or more, he/she will revert to the applicable standard daily rate when he/she returns.

Paraprofessional Substitutes

There is no "long-term" substitution for paraprofessionals.

Benefits

A substitute position is strictly a part-time, at-will position. Please see Substitute Eligibility for Health Insurance Coverage on page 14 for more information.

POSITION EXPECTATIONS

(Use of cell phones in classrooms is strictly prohibited.)

1. **Substitutes should plan to arrive at school no later than 7:15 a.m. and remain on campus until 3:45 p.m.**
 - a. Check in with the campus secretary and determine the location of the classroom.
 - b. Pick up notebook, lesson plan, roll sheets, keys and necessary materials for the day in the front office.
 - c. Inquire about special duty assignments.
 - d. Review the lesson plans and materials.
 - e. Review Substitute Teacher Folder (Emergency Management Plan).
 - f. Become familiar with the location of the restroom and office.
 - g. Check with the school secretary during any scheduled conference periods.
Substitutes will be assigned other duties during conference periods.

2. **Supervision of students is a classroom management and a safety responsibility.**
STUDENTS SHOULD NEVER BE LEFT UNSUPERVISED.

3. **Greet the students at the door or as they enter the area.**
 - a. Direct students to their seats.
 - b. Create a quiet, business-like atmosphere.
 - c. Remain standing to organize the class.

4. **Check the roll early in the class period using one of the following methods** (*For details on how to report attendance, see "Attendance Procedures" on page 12*):
 - a. Check off names as students arrive
 - b. Move quietly among the students, checking against a seating chart
 - c. Call roll.**Be careful to avoid delays or informality by chatting during the process.**

5. **Prepare for instruction.**
 - a. Place the assignment on the board or overhead projector before students arrive.
 - b. Immediately involve students.
 - c. Give a brief overview to get students started.
 - d. Your degree of involvement with the lesson will vary greatly according to the subject area, the assignment and your background. Do not hesitate to share your understanding. If you are unfamiliar with the content, circulate among the students and select students who are progressing well to answer questions or help others.
 - e. Lesson plans should be followed as closely as possible.

6. **Organize the "little" details so that student movement is minimal:**
 - a. Have students pass papers to the front of each row and count them.
 - b. Have students place homework/test papers on the corner of their desks and pick them up.

- c. Do not permit wandering, pencil sharpening, throwing away trash, unnecessary restroom breaks, etc.
 - d. Make use of student monitors to assist in collecting materials or passing the trash can rather than having students move around the room.
7. **Be prepared with time-fillers appropriate for the grade level.**
8. **Check out for the day.**
- a. Collect all papers and store in the teacher's desk.
 - b. Make notes for the teacher indicating class progress and/or leave appropriate message.
 - c. Secure the room.
 - d. Return notebooks, keys and materials to the campus secretary.
9. **The dress code for substitutes, like that for the regular teacher, requires a neat professional appearance. Substitutes given a physical education/regular classroom assignment are expected to dress appropriately for each assignment.**
10. **Building personnel are available for assistance. Do not hesitate to ask for help.**

COCISD Employee Dress Code

During the COVID-19 pandemic, face masks are optional.

- Male employees shall wear slacks or “Dockers” type pants that are neat and clean.
- Shorts or wind-pants worn by employees will be considered appropriate when the assignment is in the gym or on the athletic field. **When in the main buildings or classrooms, or when involved in duties not in the gym or on the field, shorts or wind-pants are considered inappropriate.**
- Male employees are encouraged to wear shirts with a collar and a neck tie.
- Male employees will not wear earrings. Females may wear no more than two earrings in each ear. Employees may not wear body or mouth ornaments.
- Hair (including facial hair) should be neat, clean and well groomed.
- Female employees are encouraged to wear dresses, skirts, slacks, or mid-calf dress capris. The minimum length of dresses or skirts must be at or about knee length.
- Employee may not wear halter-tops, see-through clothing, low cut tops, tank tops, muscle shirts, strapless garments or clothing with spaghetti straps. Employee’s clothing may not be tight or revealing (no cleavage, midriffs, or undergarments are to be visible.)

- **Employees must keep tattoos covered at all times while at school and at school related activities.**
- House shoes, shower type shoes or flip-flops are not permissible.
- **T-shirts are not considered professional dress and are not allowed.**

In general, employee dress should be moderate and express employment in a public school. Employees should set themselves apart from students by their choice of clothing.

Spirit Day/College Day Dress Guidelines

Trojan Spirit Days will be on Thursdays at Lincoln Junior High and Fridays at Coldspring-Oakhurst High School during the school year, and is designed to promote pride in Coldspring-Oakhurst CISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. Employees may wear jeans if the following guidelines are followed:

- A district-specified collared shirt which exemplifies school spirit and Trojan pride are the only shirts allowed.
- Jeans, which are clean, neat, and in good condition (no holes nor frayed).

College/Career Days will be every Wednesday. You may wear jeans with a t-shirt that represents a post-secondary career. (College, Military/Trade School)

PROFESSIONAL ATTITUDE

The substitute has a professional obligation even though he/she is not a regular teacher. Extreme caution should be used in expressing personal reactions and derogatory opinions about activities in the classrooms of the various schools. If there is a problem, a practice or a policy of the school with which you disagree, or a suggestion you wish to make, the principal of the school is the person to whom comments should be directed. The principal is the person to take proper actions to solve problems or explain fully all the details of whatever is questioned. An individual child's education progress is the confidential information of the staff of the school just as is a medical case with a doctor. It is not to be discussed outside the school. It is unlikely that you will encounter serious discipline problems. It is our belief that when children are involved in relevant and interesting activities, undesirable behavior will be reduced to a minimum. Questions or concerns regarding student management should be directed to the campus principal. The substitute should NOT attempt to restrain a student or become involved in a verbal confrontation at any time. The substitute is responsible for seeking assistance from another teacher or administrator if a negative situation begins to escalate. The substitute will refrain from expressing personal opinions and thoughts on subjects such as religion, sexual orientation and other things of that nature.

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

1. Start the day out quickly, firmly and concisely. Be pleasant. Appear confident. Let the students know “anything doesn’t go.” The substitute teacher’s first words and actions usually go a long way to set the day’s discipline. You must command respect with your actions.
2. Get the students busy at the beginning of the day. **KEEP THEM BUSY!**
3. Problems might be eliminated if questions are phrased so only one student will answer or so children will raise their hands. For example:
 - a. “Raise you hand if you can tell me where the attendance folder is.”
 - b. “Raise your hand if you know the names of absent children.”
 - c. “John, where is the handwriting paper?”
4. Students are likely to say: “This is not the way our teacher does it.” Tell them at the beginning: “Don’t worry if I don’t do things exactly the way your teacher does. There is usually more than one good way, and a change can be fun for you.” However, children often feel more secure when they follow an established routine, so try to hold to the time schedule and other “anchor” routines.
5. Complement things in the room (if applicable) and inquire about the things around the room, especially if they look like student projects.
6. Put conversations and discussions on the students’ level, but do not talk “down” to them. Involve the students.
7. With any group, an effective substitute teacher will:
 - a. Smile
 - b. Be friendly
 - c. Show enthusiasm
8. Know the students’ names. Pick out the “disruptive children” and have them help you — even the smallest task can put them on your side.
9. Remain calm and relaxed. Don’t lose your “cool.”
10. Maintain established routines as much as possible.
11. **BE POSITIVE!** Try and see that every student has some success or praise each day. Just a pleasant word or an appreciative smile works wonders.
12. Firmness is important. Children need to know you **can and will** control any situation. **BE FIRM, BUT KIND!**

13. Keep students busy and engaged on-task.
14. Seek assistance from another teacher if difficulties or questions arise during the school day.

Attendance Reporting Procedures

- * Use black/blue ink only. Never use colored ink, pencil or white out.
- * If you make a mistake, mark through it and initial the correction.
- * Sign/date the document and print **your legal name that is in the system, based on your social security card.**
- * If the student is not in class, mark them absent by circling “A.” Even if you know they are in In-School Suspension (ISS), the front office, the nurse’s office, etc., they should be marked absent.
- * If the student comes to your class **no more** than 10 minutes late, circle “T.”
- * If the student comes to your class **more** than 10 minutes late, circle “A” and make a note on the form: “More than 10 minutes late.”
- * Turn in any absence/tardy notes the students give you to the Attendance Clerk at the same time the attendance sheet is collected.
- * Leave a note for the teacher indicating which student/s was absent. This will alert the teacher that the student needs make up work.
- * If there is ever an issue or you have a question, contact the campus attendance clerk, secretary, or leave a sticky note on the attendance sheet.

Campus Attendance Clerks:

James Street Elementary/Coldspring Intermediate: Jennifer Manuel,
936-653-1190, jmanuel@cocisd.org

Lincoln Junior High: Terrie Watson, 936-653-1156, twatson@cocisd.org

Coldspring-Oakhurst High School: Yolanda Martinez, 936-653-1124,
ymartinez@cocisd.org

COVID-19 Information

1. **Face masks/shields/coverings are optional while in a COCISD building.**
2. **Self-screening is required. Should you start to exhibit COVID symptoms before reporting to or while on campus, please notify Nurse Benestante immediately. (936)653-1185.**
3. Avoid close contact with people who are sick or have been exposed
4. Cover your cough or sneeze with a tissue, then throw the tissue in the trash
5. Avoid touching your eyes, nose, and mouth
6. Clean and disinfect frequently touched objects and surfaces
7. Stay home when you're sick, except to get medical care
8. Wash your hands often with soap and water for at least 20 seconds

Please keep in mind that being in a room with an individual diagnosed with COVID-19 may or may not be exposure. Some questions to consider include the following:

- How close were you to the person who tested positive?
- Were you and the person both wearing masks?
- What was the length of time of the interaction?

The answers to these questions can help inform COCISD's decision to remove you from the worksite for 14 days from the last date of exposure. Depending on your job assignment you may or may not be able to work remotely. This will be a decision reached between your direct supervisor and HR. Regardless of the work arrangement, you should keep COCISD informed of your health status and testing results.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms **may** have COVID-19:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to wake or stay awake

Bluish lips or face

Any substitute who experiences any of the symptoms of COVID-19 should self-isolate until the below conditions have been met.

- In the case of an individual who was **diagnosed with COVID-19**, the individual may return to work when all three of the following criteria are met:

- at least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least ten days have passed since symptoms first appeared; or

- In the case of an individual who has **symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19**, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or

- If the individual **has symptoms that could be COVID-19** and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Substitute Handbook Receipt 2021-2022

Name _____ (please print)

I hereby acknowledge receipt of the Coldspring-Oakhurst CISD Substitute Handbook. I agree to have read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

Signature

Date