

Kilgore Independent School District

**Substitute Teacher
Handbook**



Jody D. Clements, Superintendent

WELCOME

On behalf of the Kilgore Independent School District, I would like to express my appreciation for your interest in substituting in our district's classrooms and welcome you as an important member of our educational team. Substitutes are indeed a valuable part of our program and we acknowledge the important role you perform in the educational process.

Kilgore ISD, the Board of Trustees and staff consider substitute teaching an essential ingredient of our school program. As a substitute teacher, you will be expected to provide for the safety and well-being of the students in your charge, to maintain the continuity of the instructional program and to contribute to the operation of the school which you are assigned.

This handbook has been prepared to assist you when substituting for our district. Information is provided about the district policies and procedures, our school organization and your responsibilities as a substitute teacher.

Principals or their designees will assist you when you report to the individual schools. Specific information relevant to the operation of each campus will be provided. The assistance from principals and their staff as well as the information in this handbook should help you provide optimum educational benefits to our students. It is a pleasure to have you as a substitute teacher in the Kilgore Independent School District.

Jody D. Clements
Superintendent

How to Apply

Individuals interested in serving as substitute teachers in the Kilgore Independent School District should apply online at www.kisd.org. Each applicant must have a completed application on file, provide all required documentation, and attend a substitute training session before he/she is placed on the approved list of substitute teachers.

Qualifications

The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute teacher without a High School diploma or equivalent.

Selection

Principals shall give first consideration to the most qualified teachers on the approved substitute teacher list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

Salaries

Substitute pay will be reviewed annually and determined by the Board of Trustees during the budget process. Daily rates will be available at the beginning of each school year by contacting the Human Resource Department or by visiting the district web-site at www.kisd.org. Checks are mailed on the 26th day of the month. If the 26th falls on a weekend, scheduled school break or holiday, checks are mailed on the preceding workday. Checks will include all substitute days worked the prior month. Individuals working four (4) hours or less per day will receive one half-day's pay. Individuals working more than four hours per day will receive a full day's pay.

As an employee of a public school district you are eligible to participate in section 403(b) of the Internal Revenue code allowing pre-tax savings. Please be advised that the District uses a Third Party Administrator (TPA) to process 403(b) contributions to ensure compliance with all state and federal guidelines. The district will no longer accept, process transactions or authorize deduction changes without approval from the Third Party Administrator. Teacher Retirement System of Texas rules and regulations still apply.

All required documents i.e., transcripts, certification, etc, must be received by the Human Resources Department to secure accurate pay is received. Kilgore ISD will not make salary adjustments on previous payrolls due to failure to provide required documents.

- **Degreed/Certified** substitute teachers will receive a higher daily rate of pay while working in any one teaching position for more than 10 consecutive days.

Substitute Calling System

Kilgore ISD uses an automated substitute placement calling system, Aesop. This system offers substitutes the flexibility to proactively search for jobs and fill their own schedule. To help substitutes benefit most from the automated placement, Aesop offers both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll free at 1-800-942-3767 or log in at www.aesoponline.com.

For questions concerning the use of the Aesop system, please log in to <http://www.kisd.org/aesop/>.

Employment Status Changes

With Aesop, not only can substitutes plan their schedules ahead of time, they can also choose non-work days, specify preferred schools and adjust call times to fit within personal schedules. All employment status changes such as these should be made through the Aesop system by logging in to www.aesoponline.com.

For questions concerning the use of the Aesop system, please log in to <http://www.kisd.org/aesop/>.

Reporting To Your Assignment

When your services are needed, you will receive a telephone call from either the KISD automated substitute calling system or a member of the office staff in charge of calling substitutes, indicating your teaching assignment. You should report to the school office of your assignment 30 minutes prior to the opening of school for students to sign in. Every effort is made to give you ample time to report as required. In the event you are notified at a time later than normal, you are expected to report as soon after receiving the call as possible.

At the end of the day, please report to the principal's office to sign out and to determine if there is further need of your services.

Dress and Grooming

The dress and grooming of District employees shall be clean and neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

The following general guidelines apply: Jeans are not appropriate for any classroom assignments. (When called to sub on a Friday, check to see if jeans are allowed on that campus on Fridays.)

Women, business attire: Slacks, skirts, blouses and dresses are appropriate

Men, business attire: Slacks, shirts (ties optional) are appropriate

Everyone: No flip flops, no visible piercings, and cover tattoos.

Starting the Day

Upon your arrival at the assigned school, you will receive instructions relating to lesson plans, seating charts, attendance and lunch procedures, schedules and special duties you will be expected to assume.

Every teacher is required to prepare lessons plans. They will usually identify the daily classroom schedule and record other pertinent information. Please contact the campus office if lesson plans are not available.

Make an effort to arrive at your assignment early enough to allow sufficient time to familiarize yourself with school procedures and instructional information. You will be better able to direct your attention to the students if you have a good understanding of the routine procedures and instructional format of the day.

Establishing Your Instructional Plan

Follow the lesson plans left by the regular teacher as closely as possible. If the regular teacher requests that you use only the materials he/she has left for you, please adhere to this request. If you have a question about the lesson plan, please contact the principal.

Staff Assistance

Substitute teachers will meet friendly, cooperative staff members who will give them a warm welcome and a helping hand. They are encouraged to become acquainted on a professional basis, to seek assistance when needed and to consider themselves members of the faculty with all the responsibilities and privileges of the regular staff.

All members of the teaching staff have been requested to facilitate the duties of the substitute teachers by establishing guidelines for behavior with their students and by providing specific instructional plans, an attendance roster, directions and forms for completion of clerical duties and relevant information about the classroom and campus procedures. The campus principal will assign an office employee to greet the substitute teacher, provide room keys, walk him/her to the classroom and introduce him/her to a regular teacher who may assist during the day.

Guidelines for Good Discipline

A firm, consistently positive manner combined with a well planned instructional program will help create a good classroom environment and establish rapport with the students.

SOME BASIC RULES OF GOOD DISCIPLINE ARE:

- Guard against making remarks which could discredit students in front of their peers.
- Never leave a class unsupervised. If you must leave the room, notify the office and arrangements will be made to supervise your class.
- Pace your instruction in order to keep students interested and involved.
- Demonstrate genuine interest in the students.

- Punish only the misbehaving student, never the entire class. If cases of misconduct and insubordination continue when ordinary methods prove to be ineffectual, seek administrative assistance.
- Use intelligence, patience and understanding when dealing with students.
- Assert your authority with dignity and deliberate judgment without creating a situation which might lead to a challenge of your authority.
- Maintain your sense of humor.
- Maintain a positive attitude.

Emergency Fire Drill Procedures

Instructions for emergency and fire drill procedures are in the individual school teacher handbooks. Read them to ascertain the pattern of the bell alarm and the route for the class.

Orderliness is mandatory for pupil safety. Students should strictly adhere to the rules.

Keys

A classroom key will be given to you upon your arrival. Please lock the classroom door(s) whenever you leave the room. Return the keys to the office at the end of the day. **Never** leave keys where they are accessible to other persons.

Student Records and Confidentiality

Student records are to be considered private and confidential and are to be secure at all times. Please keep attendance records, grade books, testing information and other official records in the desk. Never discuss students, student records, teacher records, or other school documents with individuals outside the

school. Any questions about these topics should be directed to the campus principal. Unless filling a long-term assignment, notifications to parents should only be done by the teacher or administrators on the campus.

Care of Materials

Substitute teachers are requested to take responsibility in the care of instructional materials and equipment.

Medical Procedures

Any student that becomes ill or suffers a minor injury under your supervision is to be sent to the school nurse with a hall pass.

If an emergency situation occurs, such as a serious illness or injury, remain with the student and send for the nurse and the campus principal.

Emergency School Closing

Notice of the closing of the schools due to inclement weather or emergency is announced on the following radio and television stations: KKTX FM96X; KYKX, FM105; KOOI, FM106.5; KLTV, Channel 7 Tyler; KETK, Channel 56 Jacksonville; and KYTX Channel 19, Tyler.

The Superintendent of Kilgore Public Schools authorizes any necessary announcement about the closing of schools. The announcement is carried as a public service announcement by radio and television stations and is usually made by 6:30 a.m. of the day in question.

Leaving the Building

You are requested to obtain permission from the campus principal if it is necessary for you to leave the building during the day.

School Directory

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| Kilgore High School (Grades 9 – 12) | 988-3901 |
| Gregg Brown, Principal | |
| Maude Laird Middle School (Grades 6 – 8) | 988-3902 |
| Jody Sanders, Principal | |
| Kilgore Intermediate School (Grades 4 – 5) | 988-3903 |
| Andy Adams, Principal | |
| Chandler Elementary (Grades 1 – 3) | 988-3904 |
| Tamara Dean, Principal | |
| Kilgore Heights Elementary (Headstart - K) | 988-3905 |
| Julie Hope, Principal | |
| Elder Cooperative..... | 984-0021 |
| Billy Gillum, Principal | |

School Hours

All campus hours are 7:30 – 3:30. Administration building hours are 7:30 – 4:00.