



Hooks Independent School District

Substitute Handbook 2019-2020

General District Information

The District establishes high standards for teachers and substitutes. Substitutes are an important part of the educational program and contribute to the education of the children in this community. The District's substitute training workshop is offered periodically to help familiarize substitutes with Hooks ISD and its expectations for substitutes. This guide should help answer many of the questions a substitute might have. However, if additional questions arise, please feel free to contact the district substitute contact:

Lisa Tullis
Human Resources and Payroll
Hooks ISD Administration Office
100 E. 5th St.
Hooks, TX 75561
tullisl@hooksisd.net

Hooks Independent School District consists of three public school campuses:

- Hooks Elementary School (Grades Pre-Kindergarten through Grade 4)
- Hooks Middle School (Grades 5-8)
- Hooks High School (Grades 9-12)

Administrative Staff

Superintendent
Shane Krueger

Technology Director
Keith Minter

Curriculum Director
Tracy Cook

Business Manager
Penny Morphew

Accounts Payable
Judy Cochran

Human Resources & Payroll
Lisa Tullis

Procedures and Requirements

In order to be considered for employment as a substitute with Hooks ISD, the following items must be submitted to the Human Resources Office:

- Substitute Teaching Application
- W-4 Form (Federal Withholding tax)
- I-9 Form (Employment Eligibility Verification)
- Direct Deposit Authorization
- Criminal History Authorization
- Copy of Driver's License and Social Security Card
- Copy of College/High School Transcript(s)
- Copy of Teaching Certificate (if applicable)
- Two references

After submitting an application, the prospective sub will be contacted for an interview in the Human Resources office. Prospective substitutes will not be placed on the list until all documentation is received. Campuses are provided with an updated list of eligible substitutes as new substitutes are added to the list.

Substitutes may schedule themselves for assignments using the AESOP system or the substitute may be called by a campus representative.

Human Resources will provide the necessary login and training information for AESOP once the substitute has been approved.

If a substitute assignment has been accepted and the substitute is unable to report when expected, the substitute should notify the campus contact person immediately. The campus contact person should be provided with the following information:

- the substitute's name;
- the name of the teacher for whom the substitute was assigned;
- the estimated length of absence; and /or
- any other pertinent information.

Compensation Information

All substitute paychecks are direct deposit. The paystubs are mailed to the substitute's home address. Substitutes are paid monthly for the days worked in the previous month. It is very important that each substitute keep accurate records of substitute assignments. In the event there are questions about paychecks, please contact the Human Resources office at the administration building, 903-547-6077 ext. 1022.

Substitute Daily Pay Rates

- Substitutes with high school diploma \$60.00
- Substitutes with bachelor's degree \$65.00
- Substitutes that are certified teachers \$70.00
- Long Term substitutes \$80.00
- Long Term substitutes (certified teachers) \$100.00

Long Term substitute pay begins on the 31st day. The substitute must complete 30 consecutive days in the **same** assignment. Long Term substitute pay, after 30 consecutive days, will be paid on the next available payroll.

Retirement Benefits. A substitute does not qualify for membership in the Texas Teacher Retirement System (TRS) unless he/she teaches for a total of ninety (90) days during one school year. For substitutes who teach ninety (90) or more days, funds are not withheld from the substitute's check and payment into the TRS must be made directly to the TRS by the substitute.

Federal Withholding Tax. Federal Withholding Tax is withheld from the substitute's wages according to the exemptions filed on the W-4 form submitted by the substitute.

Additionally, a substitute should notify the Human Resources Office anytime the below information has changed:

- a change of address;
- a change of telephone number; and/or
- the inability to continue as a substitute.

Arrival at School

Substitutes should report for duty at the designated school at least 30 minutes prior to the first class. The campus contact person will provide information about beginning times. An early arrival provides a substitute the opportunity to review campus procedures, locate the classroom(s), review the teacher's instructions, and prepare materials for instruction.

Upon arrival at the campus:

1. The substitute should SIGN IN at the front desk of the school.
2. The campus contact person will issue the substitute any necessary keys and/or badge.
3. The campus contact person will inform the substitute regarding the location of the substitute notebook or other campus/teacher instructions.

Before Leaving

The arrival and departure times for teachers vary from campus to campus, and substitutes are expected to observe these time lines at a minimum. Teachers and substitutes are generally required to be on duty for an eight (8) hour day inclusive of lunch. To be a successful substitute, it may be necessary to spend additional time, especially at the beginning of the day.

When substituting duties are complete for the day, the substitute should:

1. Straighten the classroom and leave appropriate notes for the regular teacher.
2. Secure all doors and windows in the classroom.
3. Report to the campus contact person.
4. Sign out at the front desk of the school.
5. Leave keys or any other school materials with the campus contact person.
6. Ask the campus contact person if substitute services will be needed the next day.

Dress Code

Board Policy *DH* addresses dress and grooming as indicated below:

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

A substitute may also consult with the campus principal regarding specific grooming standards.

Substitute Identification Badges

Substitute identification badges are to be worn by substitute teachers at all times while on any campus of Hooks ISD to promote safety and improve employee relations. Substitutes should keep badges in safekeeping and report any lost or stolen badge to the campus principal or human resources. Substitute badges are issued upon employment. Upon separation from employment with Hooks ISD, substitute badges are to be returned to the Human Resources Office. Failure to return an ID badge upon separation from employment may result in the final paycheck being withheld until the badge is received.

Removal from Service

A substitute who has not accepted a job within a 6 week period will be considered inactive and will be removed from the active calling list. Substitute Teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the substitute may be restricted immediately from service to the District. Substitutes may also be excluded from working at particular campuses if the school administration and the Human Resources Administrator conclude it is in the best interest of the District to do so. Each campus maintains its own exclusion list of substitutes it no longer wants to use as substitute teachers.