

Spur ISD



Substitute Teacher Handbook 2022-  
2023

# Table of Content

Campus Administration/Board of Education	3
Application Process	4
Certification Status	4
Personnel File/Required Documents	4-5
Pay Rates	6-7
Expectations	7-8
Substitute Handbook Signature Page	9

## Campus Administration

### **Spur Elementary**

Joe Molina, Principal

Heather Been, Secretary

(806)271-4531

### **Spur Secondary**

David Burton, Principal

Lisa Shobert, Secretary

(806)271-3385

## District Administration

Superintendent, Craig Hamilton

(806)271-3272

Superintendent Secretary, April Ortiz

Business Manager, Jodi Martinez

Technology Director

## Spur ISD Board of Education

President, Barry Ferguson

Vice President, Roy Sanchez

Secretary, Casey Smith

Andrew Adams

Pat Ortiz

Terri Wyatt

Matt Humphreys

## **Application Process**

If interested in substituting at Spur Independent School District campuses, you must complete the application. It can be found on-line or picked up at central office. Once approved, your name will be added to the sub list and made available to the campus secretaries. At the beginning of each school year, a sub training will be held to go over district information including any changes.

## **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 certification.

## **Personnel File**

The following items are required to complete a substitute personnel file.

### **Certified and Degreed Substitutes**

1. A completed online application (including Criminal History Authorization form)
2. A copy of college transcripts showing degree earned from an accredited college or university and a copy of your teaching certificate, if applicable.
3. Copy of Driver's License
4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of confidentiality
7. W-4

8. Social Security Letter SSA-1945
9. If you would prefer Direct Deposit-the Direct Deposit Authorizations w/voided check
10. Substitute Handbook Receipt

### **Non-Certified Substitute**

1. A completed online application (including Criminal History Authorization form)
2. A copy of high school diploma or transcript, GED or equivalent.
3. Copy of Driver's License
4. Copy of Social Security Card
5. Letter of Reasonable Assurance
6. Statement of confidentiality
7. W-4
8. Social Security Letter SSA-1945
9. If you would prefer Direct Deposit-the Direct Deposit Authorizations w/voided check
10. Substitute Handbook Receipt

\*\*\*Fingerprinting through TEA is required to work in any Texas School District. Spur ISD will reimburse the amount paid for fingerprinting after substituting 5 full days for the district. Please notify central office when you have completed the 5-day requirement for reimbursement.

### **Substitute Pay Rates**

#### **Daily Rates**

Non-degreed, non-certified substitute: \$60/day

Degreed: \$70/day

Degreed, certified: \$80/day

## **Extended Substitutes**

Extended substitution refers to a situation in which a person substitutes for the same teacher for 3 consecutive days.

Non-degreed, non-certified extended substitute: \$70/a day

Degreed: \$80/day

Degreed, certified: \$90/day

## **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, 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**.
- Time absent is without pay and results in consecutive number of days starting over.
- Rate: Non-degreed, non-certified extended substitute: \$100/a day  
Degreed: \$120/day  
Degreed, certified: \$130/day

## **Benefits**

A substitute position is strictly a part-time, at-will position. Substitutes are not eligible for employee benefits provided to contract staff unless they are hired for a full-time substitute position.

## Expectations

1. Substitutes should plan to arrive at school by 7:30am and remain on campus until 3:45pm.
  - a. Check in with the school secretary and locate the classroom where you will be subbing.
  - b. The sub folder should have the following items.
    - i. Lesson Plans
    - ii. Roll sheets
    - iii. Necessary materials and notes for the day
    - iv. iv. Emergency procedures
  - c. Check with the school secretary during scheduled conference periods. Substitutes will be assigned other duties as needed during conference periods.
  
2. Supervision of students is both a classroom and safety responsibility.  
\*\*\*\*\***STUDENTS SHOULD NEVER BE LEFT UNSUPERVISED.**\*\*\*\*\*
  
3. Check Attendance according to the campus assigned.

**HS-** Take attendance each period and return attendance sheet each period to the High School Office. You should be given attendance rosters for each period. You will need to mark each student as absent or present, sign and send the sheet to the office with a student.

**Elem-** Take attendance once a day at 8:35am. When you sign in at the office, a paper attendance roster will be given to you. At 8:35am you will mark each student as absent or present, sign and send the sheet to the office with a student by 8:35am.
  
4. Report Tardies according to the campus assigned-
  - a. **HS-** Students who show up late should be counted tardy. This information should be marked on the attendance roster or called into the office to be placed on the roll sheet.
  - b. **Elem-** late students will have a tardy slip for you.

5. Follow the lesson plans of the teacher you are substituting for without exception unless prior approval has been granted by the campus principal. Lesson plans should be in sub folder on teacher's desk.
6. Notes should be left for the teacher outlining students' participation, cooperation, and any interruption that created a problem.
7. Substitute teachers are allowed to use Spur ISD computers to access the network only after completing the Spur ISD technology user agreement.
8. The telephones in the classrooms are for convenience in order to communicate with the office. Students are not to use the telephones.
9. Cell phones are not allowed to be used during instructional time by students or staff. Please do not use them in the classroom.
10. Please stand by the door during the passing periods to monitor student behavior in the hallway between classes.
11. Substitute teachers should maintain a clean, neat, modest professional appearance at school Monday through Wednesday and on Thursdays & Fridays casual. Substitutes should conduct themselves in a professional manner toward staff and students.
12. Any student who does not comply with your directives should be sent to the office with a note explaining his offense.



## Substitute Handbook Receipt 2022-2023

Name \_\_\_\_\_ (please print)

I hereby acknowledge receipt of the Spur ISD 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