



Substitute Teacher
Handbook
2020-2021



NORTH LAMAR

INDEPENDENT SCHOOL DISTRICT

WELCOME TO NORTH LAMAR ISD

As a substitute teacher, your services are vital to the continuity of the instruction program in our schools. In the absence of the regular teacher, you will be expected to present the lesson as arranged by the regular teacher, as well as, provide for the safety and well-being of the students in your charge and contribute to the operation of the school in general.

This handbook contains information about the schools and district, including policies and procedures, and ideas to assist you in your responsibilities. We appreciate your assistance and encourage your contribution to rendering optimal educational benefits for our students.

Sincerely,

Kelli Stewart

Superintendent

Application Process

North Lamar Independent School District attempts to hire certified teachers as substitutes; however, no person shall be employed as a substitute who does not have at least a high school diploma or GED.

If you desire to substitute in the district, you should fill out an application online at <https://www.applitrack.com/northlamar/onlineapp/>

The secretary to the superintendent will provide the necessary forms, which must be completed, once online application has been approved:

1. District's Application
2. W-4 Income Tax Withholding Form
3. I-9 Form (submitted with a copy of your current driver's license and social security card)
4. You must provide an official transcript of college work and/or teaching certificate; or high school diploma or official transcript.
5. All substitutes will be required to complete the State required fingerprinting prior to working for the District.

Upon meeting the qualifications for substituting, your name is placed on a list provided to the campus principals and secretaries by the superintendent.

Substitute Compensation Information

Regular Placement

Certified Substitute	\$75.00/day	\$37.50/half day
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Noncertified Substitute	\$70.00/day	\$35.00/half day
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Long Term Placement – minimum 6 weeks duration

Certified Substitute	\$100.00/day
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Noncertified Substitute	\$85.00/day
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Substitutes will be paid monthly for the days worked in the previous month.

Notification

When your services are needed, our automated substitute calling system, Aesop, will inform you. Aesop is an integrated phone and web technology which allows substitutes to proactively search for an accept assignments online or over the telephone. To learn more about how Aesop works within our district, visit www.FrontlineK12.com/Aesop.

Dress Code

The District's dress code for faculty, including substitute teachers, is established to ensure professionalism in appearance, prevent disruption and minimize safety hazards. The district prohibits any clothing that, in the principal's judgement, may reasonably be expected to cause disruption of or interference with normal school operations. The intent of the dress code is that no skin be exposed from the neck to the knee for both faculty and students.

Faculty shall conform to the following rules:

Shirts:

Acceptable shirts are:

- Collared shirts – ex. Polo, golf style, or dress shirt
- Button front shirt or blouse
- Turtleneck
- North Lamar Spirit shirts on Friday Only

Unacceptable shirts are:

- T-shirts
- See-through blouses or shirts
- Spaghetti-strap top/dress
- Backless apparel
- Exposed midriff
- Low necklines
- Pants/skirts/dresses/gauchos (all of these items must fall below the knee)
- Cargo pants with drawstring pant legs are not allowed
- Jeans may be worn on Friday Only

Men's Shoes:

- Dress shoes
- Loafer style shoes
- Boots
- Socks must be worn with all footwear
- Tennis shoes on Friday Only

Women's Shoes:

- Dress shoes
- Pumps
- Loafer style shoes
- Boots
- Open toe style dress sandals
- Tennis shoes on Friday Only

Jewelry/Tattoos

- Ear jewelry is not permitted for men
- All tattoos must be covered

Physical Education staff members may choose to wear appropriate uniforms, approved by administration, during the physical education instructional period only.

Reporting for Duty

You should report to the campus principal's office no later than 7:30 a.m. to sign in on the morning of your assignment, and every effort will be made to give you ample time to report to the campus you are assigned to work.

Class Instruction

Please make the effort to arrive at the campus allowing sufficient time to familiarize yourself with the procedures and instructional information for your assignment. By being prepared, students will immediately recognize that you are in control of the classroom and will respect your intent to help them accomplish the day's assignments.

Follow the lesson plan(s) given by the regular classroom teacher as closely as possible. If the regular classroom teacher requests you use only the materials he/she has provided, please adhere to this request. It is helpful to leave notes for the regular classroom teacher indicating how much of the work was accomplished and any other information you feel helpful regarding the classes, including both positive and negative comments, relating to class behavior.

You are encourage to use your expertise to provide a beneficial instructional experience for the students. Be prepared with some special teaching strategies and projects to use as the situation arises.

Campus staff members are encouraged and expected to help you facilitate your duties as a substitute teacher, so please do not hesitate to seek their assistance.

Duties/Lunch/Conference

Follow the schedule provided to you by the campus principal's office. During the conference period, you may work in the teacher's lounge, library, or classroom. Drinks are available in the lounge, as are a microwave and refrigerator. You may bring your lunch or purchase items in the campus cafeteria. You are to assume the extra duties of the regular classroom teacher as outlined by the campus principal.

Leaving Campus

All campus staff, including substitute teachers, are requested to obtain permission from the campus principal's office if it becomes necessary for you to leave the campus at any time during the regular school day. If the teacher you are substituting for has an off period or their conference at the end of the day please report to the campus principal's office to make sure you are not needed before you leave campus at 3:30 p.m.

Attendance

Attendance is extremely important and must be checked carefully. When you arrive for your assignment, please check with the campus principal's office for the specific procedure for documenting student attendance.

Tardiness

All students are to be in class on time and prepared with the necessary materials/assignments. If students are tardy, the student(s) should have a note from the campus principal's office indicating tardiness. Please keep a record for the teacher of any tardiness.

Visitors

ALL visitors must report to the campus principal's office prior to entering your classroom.

Medical Emergency

Any student who becomes ill or suffers a minor injury under your supervision is to be given a pass and sent to the campus nurse's office. In the case of serious injury or illness, remain with the student and send someone for the campus principal and/or nurse. An emergency kit containing latex gloves for use when blood and/or bodily fluids are involved can be obtained from the school nurse. A kit is usually also kept in each classroom.

School Closing

Notice of the closing of school due to inclement weather or other emergency will be posted on the district's webpage, www.northlamar.net, and announced by local television and radio stations as soon as possible.

Student Records

Student records are considered private and confidential and should be kept secure at all times. Please keep grade books and testing materials/information with you or locked in an appropriate place in the classroom.

Student Conduct

Each student is expected to respect his fellow students and all campus staff. Students must walk, not run, in hallways and classroom. Fighting, possession of tobacco products and/or use, possession of non-prescription and/or use, possession of prescription medications and/or use, and possession of weapons are prohibited.

Discipline

Substitute teachers should utilize guidelines for good discipline. However, if the methods are ineffective, contact the campus principal's office immediately if a severe discipline issue should rise.

Guidelines for Good Discipline

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

Some basic rules to establish a good relationship with the students and to minimize disciplinary problems are:

1. Guard against making remarks which would discredit students in front of peers.
2. Never leave a classroom unsupervised. If you must leave the classroom, notify the teacher nearest you until you can make arrangements with the campus principal's office for someone to supervise the class.
3. Pace your instruction in order to keep students interested and involved.
4. Use intelligence, patience, and understanding when dealing with each student.
5. Demonstrate genuine interest in each student, maintaining a positive attitude and sense of humor.
6. Assert your authority with dignity and deliberate judgement without creating a situation which might lead to a challenge of your authority.
7. Punish only the misbehaving student, never the entire class. In cases of misconduct and insubordination when ordinary disciplinary methods prove to be ineffective, contact the campus principal's office immediately for assistance.

District Directory

Administration Office

903-737-2000

Kelli Stewart, Superintendent

Leslie Watson, Assistant Superintendent of Personnel & Student Services

Angela Chadwick, Assistant Superintendent of Curriculum, Instruction, and Assessment

Melissa Darrow, Finance Director

Carla Coleman, Public Relations Director

Launa Doyal, Secretary to the Superintendent/Webmaster

Cheryl Garrison, Secretary to the Assistant Superintendent

Janell Allen, Payroll Clerk/AESOP

Gala Baird, Accounts Payable

North Lamar High School

903-737-2011

Mark Keith, Principal

Patrick Fuller, Assistant Principal

Lindsey Miller, Assistant Principal

Debbie Clark, Counselor

Shannon Ausmus, Counselor

Liz Russell, Principal Secretary

Anna Fuller, Assistant Principal Secretary

Joyce Jackson, Office Clerk

Stone Middle School

903-737-2041

Dee Hudson, Principal

Loy Dean Clark, Assistant Principal

Marla Anderson, Counselor

Kathy Barker, Counselor

Amanda Pierce, Principal Secretary

Teresa Brown, Assistant Principal Secretary

Bailey Intermediate School

903-737-7971

Angela Compton, Principal

Keitha Chalupa, Counselor

April Reams, Principal Secretary

Molly Walker, Office Clerk

Everett Elementary School

903-737-2061

Lora Sanders, Principal

Tracey Prunty, Counselor

Amelia Wolfe, Principal Secretary

Leah Boswell, Office Clerk

Higgins Elementary School

903-737-2081

Lori Malone, Principal

Shawna Brown, Counselor

Virginia Famer, Principal Secretary

Galyn Lyles, Office Clerk

Parker Elementary School

903-732-3066

Kristin Hughes, Principal

Tiffany Page, Counselor

Julie McNeece, Principal Secretary

Vivian Hicks, Office Clerk