

MEMORANDUM TO SUBSTITUTES

TO: All Substitutes

FROM: Lee Ann Castilaw (936-875-9249)

Thank you for your interest in substituting at HUDSON ISD. This year we will not utilize the automated substitute calling system. Each Campus Secretary will personally call substitutes for their campus. Please let me know if you have any changes in calling times, availability dates, or contact information during the school year.

When you are called to sub, please arrive by 7:45 a.m. to be able to prepare for your day of teaching. Remember one half day is equal to 7:45 a.m. to 11:30 a.m. or 11:30 a.m. to 3:15 p.m. If you work 3 or 4 class periods in a single day, there must be a half of a class period before or after 11:30 to be paid for a full day. There is not over-time or “extra pay” if you have to take a class during a teacher’s conference period. If you must leave early, please do not leave until you let the principal or the secretary know so they can have someone cover your classroom. Do not leave students unattended.

If problems arise and you must cancel a scheduled work day, use the contact information below to insure your position will be filled for that day. If you do not contact someone there will not be anyone to teach the class that you were assigned.

If you have any further questions or need additional information please feel free to ask. Thank you for your cooperation. We appreciate your willingness to substitute teach for HUDSON ISD.

Primary School Campus (grades Pre-K through Second)

Rosie Espinal (School Secretary) – 875-9360

Laura Mikeal (Primary School Principal) – 875-9227

Elementary School Campus (Grades Third through Fifth)

Maria Gonzalez (Substitute Coordinator) – 875-9260

Scott Mackey (Elementary School Principal) – 875-9205

Middle School Campus (Grades Sixth through Eight)

Holli Simmons (Substitute Coordinator) – 875-9295

Julia Medina (Middle School Attendance Clerk) – 875-9222

High School Campus (Grades Ninth through Twelfth)

Wendy Davis (High School Secretary) – 875-9244

Jenny Huggins (High School Secretary) – 875-9284