

The background is a solid purple color with a pattern of small, white, hand-drawn icons. These icons represent various educational fields: science (atom, microscope, DNA helix, globe, compass, telescope), mathematics (percent sign, infinity, pi symbol, numbers 1-3, plus, minus, equals, less than or greater than), arts (lightbulb, paint palette, pencil, paper airplane, book, magnifying glass), and general education (scissors, paperclip, ruler, calculator, clock, apple, Venn diagram, paper, star, paper airplane, paper airplane, paper airplane).

Hallsville ISD Substitute Training 2022-2023

District and Campus Substitute Support Team



Jan Kramer
District Sub
Coordinator



Kathy Thomas
North Elementary



Julie Allwhite
HHS



May Pipak
HJH



Courtney Hallonquist
HIS



Denise Wall
East Elementary



Stephanie Ayala
West Elementary



Lindsay Slaten
Director of HR



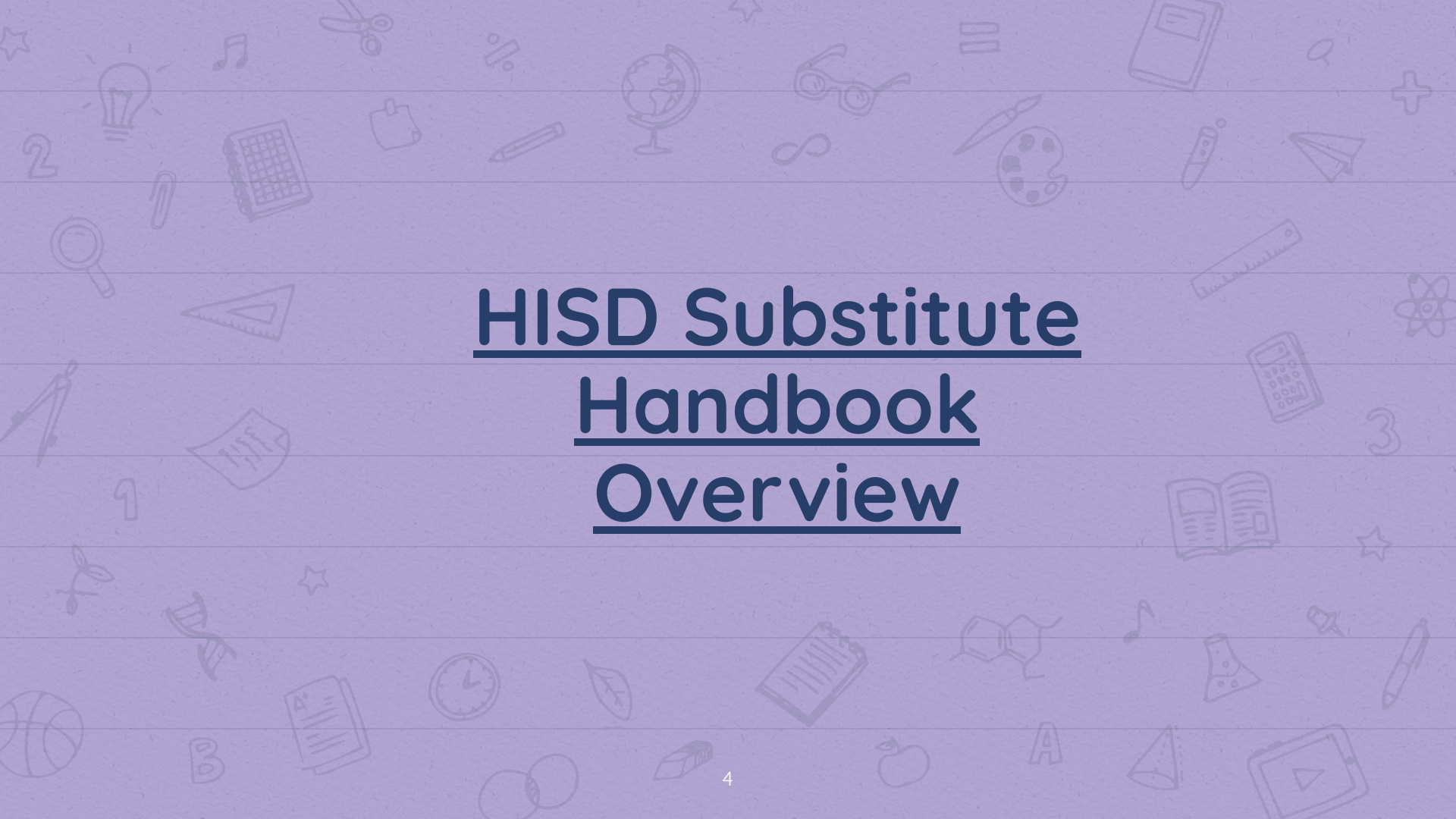
Vision

HISD will be a district that pursues ***“Excellence in Education”*** in all endeavors.

Core Beliefs

- HISD will provide students an opportunity to obtain a world class education that prepares them for a globally competitive society.
- HISD will strive to be a district of excellence that competes at the state and national levels in all academic and extracurricular activities.
- HISD will instill a desire for ethical behavior, integrity and good citizenship in all students.





HISD Substitute Handbook Overview

How Will You Know About Available Sub Positions?

Hallsville ISD currently uses a program called Absence Management (formerly Aesop) for district employees to enter absences that can be filled by substitutes. Absence Management is an automated system that begins calling approved substitutes when an absence has been created in the system. You are also able to view and accept jobs online. These absences are reconciled by campus personnel and then imported directly into our payroll software.



Absence Management (Formerly Aesop)

<http://www.aesoponline.com>

Or

<https://www.frontlineeducation.com/Home>

Getting Started

- ★ Substitute Basic Training Video
- ★ Substitute Advanced Training Video
- ★ Quick start guide

Once your profile is set up you will receive an email from Frontline with instructions to set up your personal login ID and Password.

ABSENCE
MANAGEMENT
TRAINING VIDEOS
RE-CAP

Preferences

- ★ You may select the campuses you prefer to sub on
- ★ You will see all campuses unless you set preferences
- ★ There are not typically postings for Technology or Admin

Call Times



- ★ Mon - Thurs
 - 5:00 - 11:00 am / 2:00 - 9:30 pm
- ★ Friday - AM only for same day postings
 - 5:00 - 11:00 am
- ★ Sunday - PM only for Monday postings
 - 2:00 - 9:30 pm

History / Past Jobs

- ★ Past jobs are visible for 30 days before moving into the History tab, which contains all days worked for the school year.



- ★ You may leave feedback online. **Please remember that all student information is confidential and should never be left online.** If you have a discipline issue or a problem with a certain assignment, it will need to be handled on campus with an administrator.

The Frontline App is also available for Substitutes



Jobulator

- ★ Absence Management(formerly AESOP) supports an app called Jobulator- you get a free trial and then there is a monthly fee. There is a pop-up on your profile page. It alerts you when a job has posted. It does not increase your visibility.

How much does Jobulator cost?

- ★ After the no-obligation free trial, you'll have the option to subscribe to the Jobulator service for a \$49.99 annual subscription fee (that's less than a weekly dose of coffee during the average school year!) or just \$5.99 a month!

Visibility of Jobs in Absence Management

- ★ Greatest Visibility - Employee's Preferred List (5)
- ★ Second Visibility - Campus Preferred List
- ★ Least Visibility - District List (all subs)

If you have subbed on a campus multiple times and have established a good relationship you may want to ask to be placed on their preferred list.

Visibility continued...

Why am I not seeing any jobs?

Jobs may not show up as "available" for a number of reasons, and you can check on a few things to identify the cause.

- ★ First, make sure you do not limit yourself in your “Schools” preferences.
- ★ If you still do not see anything, you can contact your district’s administrator to make sure you have the correct setup.
- ★ If you see jobs but are not receiving phone calls, check to make sure you have your call times set to allow for maximum job offers.

Miss a Call from Absence Management?

If you missed that phone call, you can always call back, toll-free, at **1-800-942-3767** to hear a list of current and available jobs. You can also log-in online to view those same jobs. You'll want to act quickly, though. The system may have already called the next substitute in line with that job offer.



Things to Remember

- ★ You must have current contact information on file
- ★ You will receive or be emailed a printout with your Absence Management(AESOP) login information.
- ★ Your Absence Management(AESOP) account will not be activated until updated paperwork is completed for Human Resources
- ★ Save the Absence Management/AESOP (800) number in your phone so it is easily recognizable 1-800-942-3767
- ★ You may get to campus and be told that your assignment has changed. Please be flexible!
- ★ **Make sure your job assignments are confirmed in Absence Management and that you sign in every time you substitute.**

We Appreciate You!

Checking In and Out With Campus Coordinators

As a reminder, it is essential that all substitutes arrive 30 minutes prior to the beginning of an assignment. Each campus will have a printed **sign-in** sheet at the front office where you will receive a badge and any additional information.

Substitutes will be provided photo ID badges and are expected to wear them at all times when they are working on campuses. If you need to leave the campus at any time during the school day, check in with the campus substitute coordinator to make sure your help is not needed during that time. Also, let them know when you return.



Campus Daily Schedules

Campus	Start Time	½ Day	End Time
East Elementary	7:30	11:30	3:30
North Elementary	7:30	11:30	3:30
West Elementary	7:30	11:30	3:30
Intermediate	7:30	11:30	3:35
Junior High	7:30	11:45	3:35
High School	7:30	11:30	3:36
DAEP	7:30	11:30	3:35

Professional Guidelines

Substitutes are recognized as professionals, therefore a professional attitude and work ethic is expected.

As an “at will” employee, substitute teachers may be removed or terminated from service at any time it is deemed necessary.

Classrooms should never be left unattended. If you need to leave the classroom for any reason, please notify the front office or a nearby teacher.

We are a drug free school, which includes tobacco so there is also no smoking on any campus grounds. Please see page 17 in the handbook for additional rules regarding drugs, alcohol, and firearms/weapons on school property.

Discipline and Respect

Classroom management is the key to creating a successful learning environment. Substitutes are charged with maintaining an appropriate classroom atmosphere at all times! If a student exhibits behavior that truly interferes with lessons, it might be necessary to call the office for assistance.

- ★ Be positive, firm, fair, and consistent.
- ★ Give positive reinforcement to individual students. Do not reinforce negative behavior.
- ★ Reprimand in private, reward in public.
- ★ Review the campus discipline policies and procedures.
- ★ Contact the front office for all serious discipline problems.
- ★ Confidentiality is critical. Never discuss the class, student records, health or the teacher with anyone. If you have concerns, see campus administration.

Lesson Plans and Classroom Instruction

Lesson Plans should be followed as closely as possible. Locate your instructions and review for the day as soon as possible. If you do not find them, or have any questions about the plans consult with another teacher nearby. Be prepared to get started with the lesson plan as soon as instruction time begins.

Daily attendance count is very important so make sure your following proper procedure for recording classroom attendance.

As a substitute, you are responsible for continuing the classroom instruction as close as possible according to the lesson plan. If you accept a long term assignment, we recommend you meet with the regular teacher before the assignment begins. Students should never be left unattended.

Cell Phones and Electronics



Cell phones, tablets, and/or laptops should be turned off or on silent, and substitutes should not be on teacher computers unless instructed to do so. In that case, the computer should only be used as instructed, and not for any personal use (such as Facebook, or other internet sites).



HISD Technology in the Classroom

Newline boards-Most classroom in HISD are now using Newline boards to present and share information with students. Click [here](#) for Newline basics!

Chromebooks- Each classroom should have a classroom set of chromebooks. Please take note by teacher on the procedures for students to access their chromebooks. Students log in using their school email and password. You do not use your login nor the teacher's login for student use. If you find a device that is not working get with the campus librarian for assistance.

Logging In- Every substitute has a HISD email account. You can login to the computers in the classrooms using your email login and password.

Be Involved in the Learning

- ★ Most discipline problems can be avoided with proximity control.
- ★ Be actively involved in students learning by constantly moving around the room.
 - Checking student work
 - Assisting students who need extra support
 - Give positive reinforcement to students who are doing what you requested. Redirect students who are off task.
- ★ Don't sit behind the teacher's desk.

Long Term Assignments

- ★ **Long-Term Assignment:** is for the same assignment that lasts longer than 10 consecutive days.
- ★ *Please note that Long Term Rates are currently the same as the daily rate.*
- ★ If you accept a long-term assignment and need to be out at any time during the assignment, it is very important that you notify the campus sub coordinator as soon as possible.

Cancellation

If you find you cannot fulfill a job you have accepted, please cancel it in Absence Management (AESOP) immediately. Regardless of the time of day or night, the job will become visible in Absence Management (AESOP) and calls to fill the vacancy will begin according to the Absence Management (AESOP) call schedule. If there is less than a one hour window before the job starts you will also need to call the campus sub coordinator.

If you cancel multiple jobs last minute, the campus may choose to exclude you from their list. Repeated cancellations may result in a removal from the district sub list.



Hallsville ISD Employee Dress Code

The purpose of the Hallsville Independent School District dress code is to ensure that the employees and staff members of the District present a professional image to the public and students they serve. The guidelines below are appropriate for professional, paraprofessional, and substitute employees.

Employees are required to adhere to the dress code during professional development days both in district and out of district.

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- Modesty should govern decisions for professional attire. Plunging necklines, exposed midriffs, enlarged armholes, and extremely tight attire is unacceptable.
- Denim jeans can be worn on campus on Fridays.
- Form fitting attire such as leggings, tights, or similar clothing is ONLY permitted when worn under a top, tunic, skirt, dress, sweater dress, etc. that is no shorter than 3" from the top of the knee as measured from the shortest point.
- Skirts and dresses shall not be shorter than 3" above the knee while in a normal standing position.
- Tank tops, muscle shirts, spaghetti straps, and backless shirts or dresses shall not be worn.
- Collarless t-shirts shall only be worn if the t-shirt is Hallsville ISD affiliated.
- Wind suits and sweat suits are acceptable ONLY in an athletic or P.E. academic setting (athletic attire is appropriate in the P.E./coaching setting, but professional attire is required in all other areas)
- Yoga pants are not acceptable in any athletic or academic setting.
- Any dress deemed inappropriate or unprofessional shall not be permitted.

Campus Sub Coordinators For Emergency Use ONLY

Campus	Contact	Cell Phone	903-668-5990
East Elementary	Denise Wall	903-931-1938	X 1620
North Elementary	Kathy Thomas	903-736-9174	X 1319
West Elementary	Stephanie Ayala	903-475-3625	X 2508
Intermediate 5	Courtney Hallonquist	903-746-1244	X 1838
Junior High	May Pipak	903-235-3815	X 2053
High School	Julie Allwhite	318-834-3155	X 4033
DAEP	Julie Allwhite	318-834-3155	X 4033

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Other Duties As Assigned and Lunch

Substitutes may be asked to perform duties in addition to those of a substitute teacher. This may include teaching in a classroom outside of the position they originally accepted in the automated system. Unexpected things happen beyond our control, we ask each employee to demonstrate flexibility as we attempt to meet the instructional needs of our campus.

All substitutes are entitled to a 30 minute duty free lunch.



Injuries and Medical Emergencies

Information should be provided on any students that have ongoing health problems. Students with minor injuries or illnesses can be sent to the nurse's office. However, if there is an emergency such as seizure or asthma attack notify the nurse's office immediately. Stay with the student and have another student tell another teacher you need help. In certain situations it may be necessary to have the rest of the students stand in the hall.

Pay:

○ Certified Subs	\$140/day	\$70/half day
○ Non-certified Degreed (Bachelor's)	\$110/day	\$55/half day
○ Non-Certified Subs	\$85/day	\$42.50/half day
○ Certified RN Nurse/Nurse Aid Subs	\$140/day	\$55/half day
○ Certified LVN Nurse/Nurse Aid Subs	\$85/day	\$42.50/half day
○ Non-Certified Nurse/Nurse Aid Subs	\$85/day	\$42.50/half day

- **Certified** meaning a valid Teacher's Certification
- **Certified RN or LVN** with valid certification on file
- **Non-certified Degreed with record of Bachelor's Degree on file**
- Nurse subs must be trained and approved by the nursing staff.

These are our current rates, which are subject to change at any time. If the rates are changed during the year, you will be notified with the effective date.

★ Substitutes are paid Bi-weekly.

SUBSTITUTE PAY DAYS	PAY PERIOD
9/9/2022	8/13/2022-8/26/2022
9/23/2022	8/27/2022-9/9/2022
10/7/2022	9/10/2022-9/23/2022
10/21/2022	9/24/2022-10/7/2022
11/4/2022	10/8/2022-10/21/2022
11/18/2022	10/22/2022-11/04/2022
12/2/2022	11/5/2022-11/18/2022
12/17/2022	11/20/2022-12/3/2021
12/30/2022 (Over Christmas Break)***	12/3/2022-12/16/2022
1/13/2023	12/17/2022-12/30/2022
1/27/2023	12/31/2022-1/13/2023
2/10/2023	1/14/2023-1/27/2023
2/24/2023	1/28/2023-2/10/2023
3/10/2023	2/11/2023-2/24/2023
3/24/2023	2/25/2023-3/10/2023
4/6/2023 (Early for 4/7/2023)	3/11/2023-3/24/2023
4/21/2023	3/25/2023-4/7/2023
5/5/2023	4/8/2023-4/21/2023
5/19/2023	4/22/2023-5/5/2023
6/2/2023	5/6/2023-5/19/2023
6/15/2023 (Early for 6/16/2023)	5/20/2023-6/2/2023
6/29/2023 (Early for 6/30/23)***	6/3/2023-6/16/2023
7/13/2023 (Early for 7/14/2023)	6/17/2023-6/30/2023
7/27/2023 (Early for 7/28/2023)	7/1/2023-7/45/2023
08/11/2023	7/15/2023-7/28/2023
08/25/2023	7/29/2023-8/11/2023
INDICATES BW Dates highlighted in yellow are EARLY pay dates	



Mandatory Reporting Training

[Click Here](#)



*Safety Starts
With YOU!*

[HISD Safety Overview.webm](#)



Resignation Notice

During the school year if you decide to stop substituting, please email a notice to jkramer@hisd.com, or drop a written notice off at the Administration building. This will go in your file and help avoid any confusion if you choose not to substitute very often.



[illegible]