



2025-2026

Substitute Teacher & Substitute Paraprofessional Guide



"We challenge and encourage each student to achieve and demonstrate academic excellence, technical skills, and responsible citizenship."



Welcome to North East ISD!

Thank you for choosing North East ISD to serve as a substitute. We recognize that substitute educators perform a vital function in the maintenance and continuity of daily education. In our public school systems, substitutes are the educational bridges when regular classroom educators are absent.

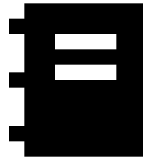
Substitutes work the same schedule as the classroom teacher or paraprofessional that is absent and follow all lesson plans left for them. Paraprofessional substitutes are expected to provide support to the classroom teacher or office staff in the absence of the current employee. Substitutes will be on duty the same length of time as the employee they are replacing. When carrying out your duties, you have a responsibility to conduct yourself in an acceptable manner at all times that is appropriate for a professional setting.

This guide is a valuable resource that should address most of your questions and help pave the way for you to have a successful school year. Please take the time to review this guide. In addition to the resource information, there is also updated policy information. You will have the opportunity to work with thousands of children and employees from many different campuses. We hope it will be a rich and rewarding experience.

Table of Contents

Directory Information: HR & Payroll Departments.....	5
Substitute Payroll Information	6
Substitute Payroll Information (Cont.).....	7
Extended Day Rate Approval Form.....	8
Substitute Incident Report	9
Substitute Teacher Evaluation Form.....	10
Substitute Paraprofessional Evaluation Form.....	11
TRS Retirees	12
NEISD Campus Directory.....	13
School Hours.....	15
North East ISD District Map	16
Traditional School District Calendar	17
ACE District Calendar	18
Castle Hills District Calendar.....	19
Biweekly Pay Schedule Classified & Substitute Employees.....	20
NEISD - Understanding Policies & Procedures.....	19
Access to Confidential Information.....	22
Employee Agreement for Acceptable Use of the District Electronic Communications System.....	23
Employee Dress Code.....	26
Regular Education and Special Education Assistants Pre-Employment Agreement.....	27
Substitute Policies and Procedures	28
Schedule	28
ID Badges	28
Student Discipline	28
Professional Conduct.....	29
SmartFind Express – Priority List & Active Do Not Use Status	30
Substitute's Active Status & Resignation Procedure.....	30
Campus Organizations/Clubs.....	30
Substitute Para Training Requirements.....	30
On the Job Injuries	31
Safety and Security	31

Evaluations	31
Classroom Management	32
Tips for Success	34
Preparing to Teach.....	34
In the Classroom	34
Out of the Classroom	36
Active Involvement.....	36
Teaching in Special Education Classrooms.....	36
Employee Standards of Conduct.....	40
Educators' Code of Ethics.....	44
Employee Welfare: Freedom From Discrimination, Harassment, and Retaliation.....	47
Substitute Paraprofessional Process.....	53
Paraprofessional Substitute Time & Attendance Work Instructions.....	54
Lunch	55
Time Card	55-60
SmartFind Express Substitute Registration Process.....	61
SmartFind Express Substitute Login Instructions.....	62
SmartFind Express Instructions for Setting Up a Profile.....	63
Substitute Quick Reference Card SmartFind Express	64-68



Directory Information: HR & Payroll Departments

SmartFind Express Help Desk / Human Resources Substitute Office

8961 Tesoro Dr, Ste 200
San Antonio, TX 78217

Office Hours: Monday – Friday | 8:00am – 4:45pm

SmartFind Express System: (210) 804-7055

Web Access: www.neisd.net/hr

Human Resources Department

Brian Hurley

Director, Campus Certified & Para Staffing
(210) 407-0299
bhurle@neisd.net

Patty Britt

Director, Non-Campus Para Staffing
(210) 407-0469
pbritt@neisd.net

Cynthia Rubio

Senior Director
(210) 407-0480
crubio@neisd.net

Kim Padilla

Substitute Coordinator
(210) 407-0463
kpadi1@neisd.net

Ivette Aguilar

Substitute Staffing Specialist
(210) 407-0475
iaguil@neisd.net

Irma De La Rosa

Substitute Staffing Specialist
(210) 407-0476
idelar@neisd.net

Substitute Office Fax: (210) 805-2795

Substitute Payroll Department

Melanie Sklencar
Substitute Payroll Technician
(210) 407-0526
msklen@neisd.net

Payroll Department Main Phone: (210) 407-0186 & Fax: (210) 804-7066

Substitute Payroll Information

Substitutes are paid biweekly on every other Friday unless the pay day falls on a holiday. Please refer to the payroll schedules at www.neisd.net/payroll for the pay period beginning and ending dates, as well as exact pay dates. Note: For substitutes who also work temporary hire positions (i.e., tutoring, etc.), their supplemental duty work that is entered via the Supplemental Pay web application is paid once a month on the last biweekly pay date of the month for the previous months' dates.

When you sign up for **Direct Deposit**, it will take approximately one month for the direct deposit to be set up with your bank. In addition, you can access your paycheck information from the Employee Center (*Manage My Pay > View My Paycheck in Lawson*) for each pay period.

SUBSTITUTES	DAILY RATE (Monday- Thursday)	DAILY RATE (Friday)
Not Certified Substitute Teacher (At least 60 college credit hours)	\$110.00	\$130.00
Certified Substitute Teacher (Valid Teaching Certificate from Texas or Out-of-State)	\$120.00	\$140.00
Not Certified or Certified Substitute Teacher (Half Day Assignment)	\$62.50	\$72.50
Long-Term Substitute (Certified)** (Full Day Assignment) (After 10 Consecutive Days) (Half Day Assignment)	\$150.00 \$75.00	\$180.00 \$90.00
Registered Nurse	\$100.00	\$100.00
Substitute Paraprofessional/Assistant	\$10.00 per hour	\$10.00 per hour
SPED Substitute Teacher (Certified/Degreed/Not Certified) (At least 60 college credit hours)	\$130.00	\$150.00
SPED Long-Term Substitute (Certified)** (Full Day Assignment) (After 10 Consecutive Days) (Half Day Assignment)	\$170.00 \$85.00	\$200.00 \$100.00
SPED Substitute Paraprofessional/Assistant	\$13.50 per hour	\$13.50 per hour

Continued on the Next Page

Substitute Payroll Information (Cont.)

****Long Term Assignments:** Substitute must be appropriately certified and highly qualified to teach the grade level/assignment of the absent teacher. After 10 consecutive days in the same position, pay will be increased to \$150.00 per day (Monday-Thursday) and \$180.00 a day (Friday) starting on the 11th instructional day for a full day assignment but for **SPED long term assignments**, pay will be increased to \$170.00 per day (Monday-Thursday) and \$200.00 per day (Friday) starting on the 11th instructional day for a full day assignment. **An *Extended Day Rate Approval Form* must be completed by the substitute and campus administrator and returned to the Substitute Office for approval before the increase can be received.**

All substitutes will have 6.2% Social Security deducted from each paycheck, plus 1.45% for Medicare. Retired employees who are currently receiving a check from the Teacher Retirement System (TRS) will only have 1.45% for Medicare deducted from each paycheck.

If you have signed up for direct deposit, check with your particular bank or credit union for information on the exact date of availability of your funds.

If you find that you were not paid for a day that you worked, refer to the payroll schedule. The day may be part of the next pay period. If a day has not been paid, **please contact the school where you worked** so the correction can be made before contacting the Payroll Office. Once the correction is made at the school for any missed days and sent to the Payroll Office, you will be paid on the next scheduled payday.

The Payroll Department will not give out net pay information over the phone. Please keep a record of jobs worked each month to have an idea of the amount you will be receiving each payday or refer to *SmartFind Express* to review past assignments.

For questions about Substitute Payroll information:

Melanie Sklencar
Substitute Payroll Technician
(210) 407-0526
msklen@neisd.net

Extended Day Rate Approval Form



North East Independent School District

Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217
Phone: (210) 407-0475 or (210) 407-0476 | Fax: (210) 805-2795
www.neisd.net

CERTIFIED SUBSTITUTE EXTENDED DAY RATE APPROVAL FORM

TO BE COMPLETED BY CAMPUS/DEPARTMENT:

This is notification that _____ was a

substitute at _____ for _____
Campus Org # Employee Name

List All Subjects & Grade Levels Taught**

CERTIFICATION FIELD** Substitute's certification must match subjects and grade level taught in order to qualify for pay increase.

Assignment Begin Date

11th Day of Assignment

Assignment End Date

Note: For payroll purposes, you must notify the sub office with any date changes

TO BE COMPLETED BY SUBSTITUTE:

Employee ID (required for Payroll)

Substitute Name

Date

Substitute Signature

Note: For payroll purposes, long term subs cannot accept another assignment. This will end your long term assignment.

**** NOTE:** If your principal approves your long-term substitute to get access to temporary email and/or Skyward while on this job, please process your request through an online Help Desk ticket.

Please process this form in accordance with District policy and Payroll Dept processing deadlines. Fax or email to the Human Resources Dept Substitute Office staff, Klm Padilla or Irma De La Rosa | Fax: (210) 805-2795 | Phone: (210) 407-0475 or (210) 407-0476

Budget Manager's Signature

Date

Approved: _____

Yes

No

Human Resources Signature

Date

Revised 06-2025



North East Independent School District

Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217
Phone: (210) 407-0475 or (210) 407-0476 | Fax: (210) 804-7007
www.neisd.net

SUBSTITUTE INCIDENT REPORT

Substitute Name: _____

Date of Incident: _____

Phone #: _____

Employee ID: _____

Campus Name and Phone #: _____

Person completing this form: _____

Please check all that apply:

_____ FAILURE TO REPORT TO ASSIGNMENT OR REPORTING LATE TO ASSIGNMENT

_____ LEAVING ASSIGNMENT BEFORE THE END OF THE DAY/LEAVING STUDENTS

UNATTENDED

_____ FAILURE TO FOLLOW LESSON PLANS/FAILURE TO MAINTAIN CLASSROOM CONTROL

_____ INAPPROPRIATE LANGUAGE USED WITH STUDENTS

_____ INAPPROPRIATE COMMENTS MADE TO STUDENTS OR OTHER STAFF MEMBERS

_____ INAPPROPRIATE TOPICS DISCUSSED IN CLASSROOM

_____ FAILURE TO MAINTAIN CONFIDENTIALITY

_____ FAILURE TO FOLLOW DISTRICT POLICY

_____ PHYSICAL CONTACT WITH STUDENT

ADDITIONAL COMMENTS:

Remove substitute from your campus

No _____ Yes _____

Previous Incidents with this substitute

No _____ Yes _____

North East Police Notification

No _____ Yes _____ Date _____

Reported to Children's Protective Services

No _____ Yes _____ Date _____

Witness statements taken (*please attach any copies*)

No _____ Yes _____

Conferenced with the substitute

Yes _____ No _____

Principal/Asst. Principal's signature

Date

Revised 05-2021



North East Independent School District

Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217
Phone: (210) 407-0475 or (210) 407-0476 | Fax: (210) 804-7007
www.neisd.net

SUBSTITUTE TEACHER EVALUATION

Substitute Teacher's Name (Print): _____

Classroom Teacher's Name (Print): _____

Campus: _____ Subject: _____ Grade: _____

Substitute's Job Date(s): _____

Instructions: For each of the items below, **circle the descriptor** that most closely represents the substitute's performance. Please include your comments below. This will provide our office with feedback, as well as assist us in understanding the reason for your ratings.

4 = Excellent 3 = Good 2 = Average 1 = Poor N = Not Applicable

1. Punctuality	4	3	2	1	N/A
2. Followed Lesson Plan and Schedule	4	3	2	1	N/A
3. Accuracy of Attendance and Other Forms	4	3	2	1	N/A
4. Handling of Student Discipline	4	3	2	1	N/A
5. Teaching Methods/Instructional Strategies	4	3	2	1	N/A
6. Knowledge of Subject Matter Taught	4	3	2	1	N/A
7. Professional Behavior With Students	4	3	2	1	N/A
8. Left Notes for Teacher at End of Day	4	3	2	1	N/A

How would you rate the overall performance of this substitute? (Please check one)

____ Excellent ____ Good ____ Poor ____ Unacceptable

Comments: _____

Evaluator's Name: _____

Evaluator's Signature: _____ Date: _____

Please note that this evaluation may be shared with the substitute, if requested.

Original to Human Resources Dept.

Copy to Principal



North East Independent School District

Human Resources Department

8961 Tesoro Drive, San Antonio, Texas 78217
Phone: (210) 407-0475 or (210) 407-0476 | Fax: (210) 804-7007
www.neisd.net

SUBSTITUTE PARAPROFESSIONAL EVALUATION

Substitute Paraprofessional's Name (Print): _____

Classroom Paraprofessional's Name (Print): _____

Campus: _____ Subject: _____ Grade: _____

Substitute's Job Date(s): _____

Instructions: For each of the items below, **circle the descriptor** that most closely represents the substitute's performance. Please include your comments below. This will be helpful in providing feedback on the paraprofessional's performance.

4 = Strongly Agree 3 = Agree 2 = Disagree 1 = Strongly Disagree N/A= Not Applicable

1. The substitute paraprofessional followed the instructions that you provided. 4 3 2 1 N/A

2. Assignments given were completed in a timely manner. 4 3 2 1 N/A

3. The substitute paraprofessional used good judgement in carrying out assigned tasks. 4 3 2 1 N/A

4. Would you request this substitute paraprofessional in the future? ___ Yes ___ No

5. Did the substitute follow district policy in regards to professional appearance and communication skills? ___ Yes ___ No

How would you rate the overall performance of this substitute? (Please check one)

___ Excellent ___ Good ___ Average ___ Below Average ___ Poor

Comments: _____

Evaluator's Name: _____

Evaluator's Signature: _____ Date: _____

Original to Human Resources Dept.

Copy to Principal

TRS Retirees

Teacher Retirement System of Texas

DEFINITION OF SUBSTITUTE FOR EMPLOYMENT AFTER RETIREMENT

"A substitute is a person who serves on a temporary basis in the place of a current employee. Retirees may substitute an unlimited number of days during the school year. If the retiree is serving in the place of a current employee, the retiree may serve as a substitute for an extended period and there is no need to call the retiree on a *daily basis* to arrange for coverage. The retiree's pay cannot be more than the daily rate of substitute pay set by the employer. If the position is vacant (i.e., no other person currently holds the position), the retiree can work in that position for no more than 20 days in each vacant position. If a retiree works more than 20 days in a vacant position, they may lose their TRS annuity for that month(s)."

Note: Due to rules changing throughout the year, substitutes will need to call TRS before they accept an assignment in a vacant position at a campus or department.

Teacher Retirement Update

If you are receiving or have received retirement benefits through the Teacher Retirement System of Texas (TRS) or any other retirement program (Retirement Benefits), you acknowledge the following:

1. The District cannot and does not make any guarantee regarding your continued right to receive the Retirement Benefits.
2. You are relying on your own investigation and understanding of the law and upon the guidelines, rules and regulations regarding employment after retirement of the program(s) under which you retired. You are not relying on any statements made by the District regarding the effect of District employment on your Retirement Benefits.
3. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of your Retirement Benefits.
4. If you retired under the TRS, the District must report your employment to the TRS. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District based on such reports.

For further information please contact the Teacher Retirement System of Texas at (800) 223-8778. Information obtained from the TRS website at www.trs.state.tx.us

NEISD Campus Directory

Elementary Schools – 44

Bulverde Creek	407-1000	3839 Canyon Pkwy	Redland Oaks	407-6200	16650 Redland Rd
Camelot**	407-1400	5311 Merlin Dr	Regency Place**	407-6400	10222 Broadway
Canyon Ridge	407-1600	20522 Stone Oak Pkwy	Ridgeview**	407-6600	8223 N McCullough
Castle Hills	407-1800	200 Lemonwood	Roan Forest	407-6800	22710 Roan Park
Cibolo Green	407-1200	24315 Bulverde Green	Royal Ridge**	407-7000	5933 Royal Ridge
Coker	407-2200	302 Heimer Rd	Serna**	407-7200	2569 NE Loop 410
Colonial Hills**	407-2400	2627 Kerrybrook Court	Stahl**	407-7400	5222 Stahl Rd
Dellview**	407-2600	7235 Dewhurst Rd	Steubing Ranch	407-7600	5100 Knoll Creek
E Terrell Hills**	407-2800	4415 Bloomdale	Stone Oak	407-7800	21045 Crescent Oak
El Dorado**	407-3000	12634 El Sendero	Thousand Oaks	407-8000	16080 Henderson Pass
Encino Park	407-3200	2550 Encino Rio	Tuscany Heights	407-8200	25001 Wilderness Oak
Fox Run**	407-3400	6111 Fox Creek	Vineyard Ranch	356-7200	16818 Huebner Rd
Hardy Oak	407-3600	22900 Hardy Oak Blvd	Walzem**	407-8400	4618 Walzem Rd
Harmony Hills**	407-3800	10727 Memory Lane	PreK at West Ave.	407-8600	3915 West Ave
Hidden Forest	407-4000	802 Silver Spruce	Wetmore	407-8800	3250 Thousand Oaks
Huebner	407-4200	16311 Huebner Rd	Wilderness Oak	407-9200	21019 Wilderness Oak
Jackson-Keller**	407-4400	1601 Jackson-Keller	Windcrest**	407-9600	465 Faircrest
Larkspur**	407-4600	1802 Larkspur	Woodstone**	407-9800	5602 Fountainwood
Las Lomas	356-7000	20303 Hardy Oak Blvd			
Longs Creek	407-4800	15806 O'Connor Rd			
Montgomery**	407-5000	7047 Montgomery Dr			
Northern Hills**	407-5200	13901 Higgins Rd			
Northwood	407-5400	519 Pike Rd			
Oak Grove**	407-5600	3250 Nacogdoches			
Oak Meadow	407-5800	2800 Hunter's Green			
Olmos**	407-6000	1103 Allena Dr			

** Title I Schools

Middle Schools & Programs – 14

Bradley	356-2600	14819 Heimer Rd
Bush	356-2900	1500 Evans Rd
Eisenhower**	356-3500	8231 Blanco Rd
Garner**	356-3800	4302 Harry Wurzbach
Harris	356-4100	5300 Knoll Creek
Hill	356-8000	21314 Bulverde Rd
Jackson**	356-4400	4538 Vance Jackson
Krueger/KSAT/IMAK**	356-4700 / 356-4733	438 Lanark Dr
Lopez	356-5000	23103 Hardy Oak Blvd
NEAC - AMS	407-2000	4311 Clear Spring
Nimitz/STEM Academy**	356-5300 / 356-5501	5426 Blanco Rd
Tejeda	356-5600	2909 E Evans Rd
White/DATA**	356-5900 / 356-5981	7800 Midcrown
Wood**	356-6200	14800 Judson Rd

High Schools & Magnet Programs – 13

Churchill	356-000	12049 Blanco Rd
ISA	356-0900	1400 Jackson-Keller
Johnson	356-0400	23203 Bulverde Rd
LEE/NESA/STEM Academy**	356-0800/356-1033/356-1001	1400 Jackson-Keller
MacArthur	356-7600	2923 MacArthur View
Madison/Agriscience Magnet	356-1400/356-1517	5005 Stahl Rd
Reagan	356-1800	19000 Ronald Reagan
Roosevelt/DATA/Engineering Tech**	356-2200/356-2237/356-2317	5110 Walzem Rd
MAGNET PROGRAMS		
ACE	491-6450	17150 Jones Maltsberger
North East Transition Svcs	491-6450	17150 Jones Maltsberger
NEAC - AHS	407-2000	4311 Clear Spring
Evening High School	407-0743	3736 Perrin-Central, Bldg 4
Career & Tech Ed Center	407-0742	3736 Perrin-Central, Bldgs 1, 3, 4 & 5
Institute of CyberSecurity & Innovation	407-0184	3175 Nacogdoches Rd

*** Title I Schools*

School Hours

In the SmartFind Express System, there will be **30 minutes** added to the student start time and **15 minutes** added to the student end time. These are the hours that the substitutes are required to work. The substitute will follow the same schedule as the employee who is absent unless otherwise directed by the campus administration.

Elementary Schools

7:25am to 2:40pm

Bulverde Creek	Encino Park	Northwood	Stone Oak
Camelot	Fox Run	Olmos	Tuscany Heights
Canyon Ridge	Hardy Oak	PreK Academy	Vineyard Ranch
Castle Hills	Hidden Forest	Ridgeview	Walzem
Cibolo Green	Huebner	Roan Forest	Wetmore
Coker	Larkspur	Royal Ridge	Wilderness Oak
Dellview	Las Lomas	Serna	Windcrest
East Terrell Hills	Montgomery	Stahl	Woodstone
El Dorado	Northern Hills	Steubing Ranch	

8:00am to 3:15pm

Colonial Hills	Longs Creek	Redland Oaks
Harmony Hills	Oak Grove	Regency Place
Jackson-Keller	Oak Meadow	Thousand Oaks

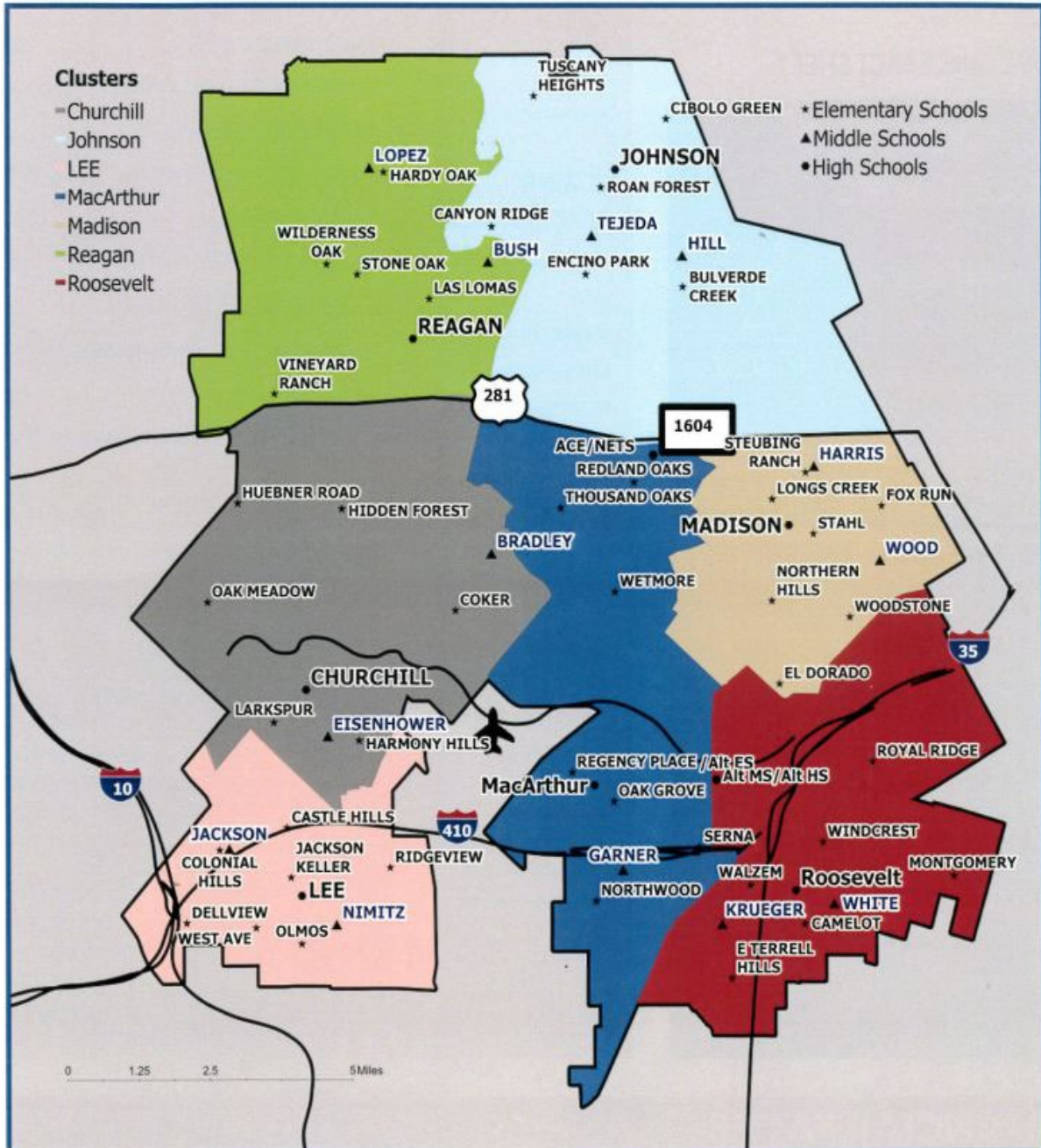
Middle Schools

8:30am to 3:45pm

High Schools

8:55am to 4:20pm

North East ISD District Map



Traditional District Calendar – 2025 – 2026



ACE District Calendar – 2025 – 2026

ACADEMY OF **C**REATIVE **E**DUCTION
NORTH EAST INDEPENDENT SCHOOL DISTRICT

2025-2026
INSTRUCTIONAL CALENDAR

SCHOOL YEAR STARTS: JUL. 21
SCHOOL YEAR ENDS: JUN. 16

SCAN QR FOR DETAILED CALENDAR INFO

25 JULY	AUGUST	SEPTEMBER	OCTOBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER	DECEMBER	26 JANUARY	FEBRUARY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
MARCH	APRIL	MAY	JUNE
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

CALENDAR COLOR KEY

★ First/Last Day of School

● Holiday for Students and Staff

⊖ Severe Weather Makeup Days

● Student Holiday/Staff Development
Teacher Choice Day OCT. 10

GRADING PERIODS

1st Semester: 99 Days
JUL. 21 - DEC. 19

2nd Semester: 106 Days
JAN. 6 - JUN. 16

Year Total.....205 days

ACADEMY OF CREATIVE EDUCATION

OUR CAMPUS

17150 Jones Maltsberger Rd.
San Antonio, TX 78247

Phone: 210-407-0740
Fax: 210-657-8976

SCHOOL HOURS

Normal Schedule
7:30 AM - 4:00 PM

GRADUATION DATES

Winter Ceremony Held
December 2025

Spring Ceremony Held
June 2026

Castle Hills District Calendar – 2025 – 2026

CASTLE HILLS
NORTH EAST INDEPENDENT SCHOOL DISTRICT



2025-2026
INSTRUCTIONAL CALENDAR

SCHOOL YEAR STARTS: JUL. 16
SCHOOL YEAR ENDS: MAY. 22
SCAN QR FOR DETAILED CALENDAR INFO



25 JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1	2													
6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	12	13				5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	19	20				12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	26	27				19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				
NOVEMBER							DECEMBER							26 JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6							1	2	3					
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31							
30																											
MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7					1	2	3							1	2						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

CALENDAR COLOR KEY		GRADING PERIODS	
★ First/Last Day of School	⊗ Severe Weather Makeup Days	1 st Grading Period: 45 Days JUL. 16 - SEPT. 19	
[] First/Last Day of Grading Period	● Holiday for Students and Staff	2 nd Grading Period: 50 Days SEPT. 22 - DEC. 19	
▲ Early Dismissal for Elementary	● Student Holiday/Staff Development Teacher Choice Day NOV. 4	1 st Semester95 Days JUL. 16 - DEC. 19	
		3 rd Grading Period: 43 Days JAN. 6 - MAR. 20	
		4 th Grading Period: 42 Days MAR. 23 - MAY. 22	
		2 nd Semester.....85 days JAN. 6 - MAY. 22	
		Year Total.....180 days	

CASTLE HILLS ELEMENTARY SCHOOL		
OUR CAMPUS	SCHOOL HOURS	INTERSESSIONS
200 Lemonwood San Antonio, TX 78213	Normal Schedule 7:25 AM - 2:40 PM	Student Intersections OCT. 6 - 17 and MAR. 2 - 13
Phone: 210-407-1800 Fax: 210-407-1809	Early Dismissal Schedule 7:25 AM - 12:25 PM	Intercession Classes OCT. 6 - 10 and MAR. 2 - 6

Substitute Pay Schedule – 2025 – 2026

BIWEEKLY PAY SCHEDULE CLASSIFIED & SUBSTITUTE EMPLOYEES 2025-2026 SCHOOL YEAR

* Dates are subject to change without notice

Early paydates *

PAY PERIOD BEGINNING	PAY PERIOD ENDING	SUPPLEMENTAL*** DUTY THROUGH	SUPPLEMENTAL*** DUTY APPROVED SUBSTITUTE	SUPPLEMENTAL*** DUTY APPROVED MANAGER	LEAVE PROCESSED THROUGH	CHECK MAILING DATE **	PAYDATE
06/07/25	06/20/25				06/20/25	07/02/25	07/03/25 *
06/21/25	07/04/25	06/30/25	07/07/25	07/11/25	07/04/25	07/17/25	07/18/25
07/05/25	07/18/25				07/18/25	07/31/25	08/01/25
07/19/25	08/01/25				08/01/25	08/14/25	08/15/25
08/02/25	08/15/25	07/31/25	08/05/25	08/13/25	08/15/25	08/28/25	08/29/25
08/16/25	08/29/25				08/29/25	09/11/25	09/12/25
08/30/25	09/12/25	08/31/25	09/08/25	09/15/25	09/12/25	09/25/25	09/26/25
09/13/25	09/26/25				09/26/25	10/09/25	10/10/25
09/27/25	10/10/25	09/30/25	10/06/25	10/13/25	10/10/25	10/23/25	10/24/25
10/11/25	10/24/25				10/24/25	11/06/25	11/07/25
10/25/25	11/07/25	10/31/25	11/05/25	11/12/25	11/07/25	11/19/25	11/20/25 *
11/08/25	11/21/25				11/21/25	12/04/25	12/05/25
11/22/25	12/05/25	11/30/25	12/04/25	12/11/25	12/05/25	12/17/25	12/18/25 *
12/06/25	12/19/25				12/19/25	01/01/26	01/02/26
12/20/25	01/02/26				01/02/26	01/15/26	01/16/26
01/03/26	01/16/26	12/31/25	01/06/26	01/13/26	01/16/26	01/29/26	01/30/26
01/17/26	01/30/26				01/30/26	02/12/26	02/13/26
01/31/26	02/13/26	01/31/26	02/05/26	02/12/26	02/13/26	02/26/26	02/27/26
02/14/26	02/27/26				02/27/26	03/12/26	03/13/26
02/28/26	03/13/26	02/28/26	03/06/26	03/16/26	03/13/26	03/26/26	03/27/26
03/14/26	03/27/26				03/27/26	04/09/26	04/10/26
03/28/26	04/10/26	03/31/26	04/06/26	04/13/26	04/10/26	04/22/26	04/23/26 *
04/11/26	04/24/26				04/24/26	05/07/26	05/08/26
04/25/26	05/08/26	04/30/26	05/06/26	05/13/26	05/08/26	05/21/26	05/22/26
05/09/26	05/22/26				05/22/26	06/03/26	06/04/26 *
05/23/26	06/05/26	05/31/26	06/04/26	06/10/26	06/05/26	06/17/26	06/18/26 *
06/06/26	06/19/26				06/19/26	07/02/26	07/03/26
06/20/26	07/03/26				07/03/26	07/16/26	07/17/26
07/04/26	07/17/26	06/30/26	07/06/26	07/14/26	07/17/26	07/30/26	07/31/26
07/18/26	07/31/26				07/31/26	08/13/26	08/14/26
08/01/26	08/14/26	07/31/26	08/05/26	08/13/26	08/14/26	08/26/26	08/27/26 *

* Early paydate (These are early paydates to streamline processing of the payroll)

** Live checks are mailed to substitutes and employees on a leave of absence without a valid direct deposit authorization.

*** Deadlines for Supplemental Duty are for entries in the *Supplemental Pay Web application* for Substitutes only.

Paraprofessionals should refer to the Paraprofessional Pay Schedule for the dates of their first check of the school year.

Revised 05/08/25

NEISD - Understanding Policies & Procedures

THE FOLLOWING INFORMATION WAS REVIEWED WITH ME DURING ORIENTATION AND THE NEW HIRE PACKET WAS PROVIDED THROUGH DOCUSIGN. I UNDERSTAND THAT ANY VIOLATION OF THESE POLICIES ARE GROUNDS FOR TERMINATION.

1. **Discipline:** I understand that under no condition am I to ever exercise corporal punishment towards students. At no time am I permitted by the District to touch a student(s) in an effort to discipline them or get their attention. This includes, but is not limited to pinching, touching with rulers, prodding with feet, hands or arms, and the use of any type of paddle. **Use of any physical discipline or corporal punishment will be grounds for immediate termination of employment with the District and will result in a notification to Children Protective Services.**
2. **Employee Standards of Conduct:** Sexual harassment policies DH (Local & Exhibit) and DIA (Local) were reviewed and given to me during orientation. Sexual harassment of any nature will not be tolerated by the District.
3. **Access to Confidential Information:** Violation of confidentiality may result in termination of employment. *Refer to "Access to Confidential Information" in the substitute guide.*
4. **Computer Access:** All District employees must conduct their use of the Internet/network resources in a manner consistent with NEISD policies. The Acceptable User Policy was reviewed and provided during orientation. *Refer to "Employee Agreement for Acceptable Use of the Electronic Communications System" in the substitute guide.*
5. **Professional Performance:** Professional conduct is expected at all times. Reports of any misconduct or performance concerns will be evaluated by the Human Resources Department. In the event that a principal requests that you do not return as a substitute to their campus, you will not be able to accept future assignments at that particular campus. NEISD reserves the right to terminate your employment as a substitute if it is believed to be in the best interest of the District.
6. **At Will Employment:** Nothing contained herein construes an employment contract. **Your employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason except for legally impermissible reasons. At-will employees are free to resign at any time for any reason.** Substitute employment makes you ineligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to the summer, winter, and spring breaks.
7. **Dress Code:** Business Casual dress is recommended (may vary depending on the assignment.) *Refer to the "Dress Code" in the substitute guide.*
8. **Payroll:** Payroll schedule and information including the rate of pay for substitute teachers and paraprofessionals/assistants are provided in the substitute guide.

Access to Confidential Information

Confidentiality: Substitute teachers have an important responsibility to ensure that confidentiality is used concerning ***sensitive and student record information***. Student personal information, student behavior, performance and achievement levels (to include grades) are not subjects of general conversation and should not be discussed outside of the school setting. **Taking pictures and video/recording students without parent permission is not permitted.** This includes pictures taken or video/recording with cell phones or other technology-related devices. When working with special needs' students, substitutes must exercise an even greater degree of caution when discussing the children that are assigned to them. Substitutes should not discuss medically-related or other sensitive information with those outside the school setting or who do not need to know such information.

Always ask campus administration when unsure and use good judgement when making decisions and assisting students. Do not compromise students' confidential information, as well.

As a requirement of my job duties, I may have a school business need to access student and/or district information. I understand that information concerning any district employee or a student is to be held in the strictest of confidence. (See GBA Legal)

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 Code of Federal Regulations (CFR) Part 99. FERPA is specifically incorporated into the Texas Open Records Act as an exception to records, which are subject to disclosures to the public.

In addition, I understand that any data files or output reports that I may generate with an individual employee or student data are confidential. I will not disclose to any unauthorized person any data files or reports which I am given or devise. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of password(s).

I also understand that failure to observe these restricts constitutes a "breach of computer security" as defined in the Texas Penal Code, Chapter 33 Sec. 33.02, B and that such an offense constitutes a Class A Misdemeanor and may result in immediate termination of employment.

Employee Agreement for Acceptable Use of the District Electronic Communications System

The purpose of this document is to set forth the policies governing the use of all District technology resources by employees while on or near school property, in school vehicles and at school-sponsored activities on – or off – campus, as well as the use of all District technology resources *via* off-campus remote access.

Please read the following Acceptable Use Policy carefully, as you will be held accountable for any failure to comply with it. The District reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available online at <http://www.neisd.net/aup/index.html>.

Introduction

NEISD is pleased to offer employees access to District computers, District communications systems¹, the Internet and a wide array of other technology resources to further its educational mission. The District will hold ALL employees responsible for their use of technology, whether District-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, District policy and procedures, and legal requirements. This applies to the use of all District technology resources by employees while on or near school property, in school vehicles and at school-sponsored activities on – or off – campus, as well as the use of all District technology resources *via* off-campus remote access.

Using the Internet and Communications Systems

The District provides technology resources to employees to enhance their ability to accomplish their particular job duties. This may be in the form of conducting research, improving instruction to students, completing assigned duties, and communicating with other employees, students and community members. Just as in the physical workplace, the District requires that employees demonstrate proper and professional behavior when using any District computer network, software or websites sanctioned or used by the District, and any personal technology used in the workplace. Access to the District's technology is a privilege, not a right. Employees must comply with all District standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Employees are advised that any information stored on and/or sent through the District's technology resources is the property of the District. Accordingly, District network administrators and/or other appropriate personnel may at any time engage in periodic reviews and searches of stored files and communications stored on District technology resources to maintain system integrity and ensure that employees are complying with this policy and using technology in a professional and appropriate manner. Employees do not have a reasonable expectation of privacy over any information stored on District technology. An employee shall have no expectation of privacy in electronic communications with students. Employees shall report knowledge of improper electronic communications with student in accordance with DH (REG).

Although the District strives to ensure that any Internet access avoids any inappropriate material, employees should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. The District does not condone, and will not tolerate, any employee accessing, or attempting to access, such material, and the District remains deeply committed to safe Internet use. The District takes steps to minimize employees' opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and it is possible that the software may miss some content. Employees who find that content-filtering software has failed to block inappropriate content shall report it to their supervisor immediately.

¹ "Communications systems" as used throughout this policy include educational-related communications between and among employees and students of the District by e-mail, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

This policy is strictly enforced. Any employee who misuses any District technology outside its intended purpose, including attempting to circumvent its content-filtering software without proper approval from a supervisor and in connection with a work-related purpose, will be in violation of this policy, which may lead to disciplinary action, up to and including termination of employment.

Proper and Acceptable Use of All Technology Resources

The District requires employees to use all technology resources, including any websites or software they may wish to use in an instructional setting, in a manner consistent with the following rules. The District will hold employees responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using District technology systems outside the workplace, employees must still do so in compliance with the rules set forth in this policy.

All District technology resources, including but not limited to District-provided hand-held devices, computers, communication systems and the Internet, including any websites or software to be used in a classroom setting, must be used in support of the District's educational mission, the accomplishment of job duties, and in accordance with the rules set forth in this policy.

Activities that are permitted and encouraged include the following:

- The improvement of instruction, collaboration, and accomplishing the employee's particular job duties;
- Original creation and presentation of academic work;
- Research on topics being studied and presented in school lessons;
- Research for opportunities outside of school related to community service or further education;
- Reporting content of an inappropriate or harassing nature to their supervisor;

Employees, such as classroom teachers, coaches or campus administrators, who seek to use websites, software, or other technology with students for instructional purposes, must do so in accordance with this policy. Employees shall use their best professional judgment to ensure that any technology implemented for use with students meets the District's standards, is age-appropriate, and is free from inappropriate content. Failure to exercise sound professional judgment in implementing technology in the classroom, such as using a website containing inappropriate content, will be seen as a violation of this policy for which the District can hold the employee accountable, including potential disciplinary action.

Activities that are barred and subject to potential disciplinary action and loss of privileges include the following:

- Using technology for plagiarism or otherwise representing the work of others as the employee's own;
- Presenting any copyrighted, registered, or trademarked work as that of the employee, or using any such work in violation of any applicable state or federal laws, including any use that exceeds the "fair use" doctrine;
- Using obscene or profane language on any District technology resource, to include posting such language on any website or software used by the District;
- Engaging in harassing, insulting, ostracizing, intimidating, unprofessional, or any other online conduct which could be considered bullying while using any District technology resource, to include the use of any website or software used by the District;
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, or any material that is not related to the permitted activities set forth above;
- Using a website or software program implemented by the District in a manner outside the scope of the use specified by the District, or in a manner outside the scope of its terms and conditions;
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any District equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action;
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto District equipment, networks, stored computer files, or software;
- Attempting unauthorized access, or "hacking," of District computers or networks, or any attempts to bypass Internet content-filtering software used by the District;

- Using USB, bootable CD's, bootable DVD's, or other devices to alter the function of any District technology equipment, network or software;
- Sharing online any personal information of self, another employee or a student, including name, home address, personal e-mail address or phone number that is not included as part of an employee's job responsibilities;
- Using any District technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, political or fundraising activities;
- Using any District technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud;
- Using personal technology that provides Internet access to students without written permission from immediate supervisor;
- Using any District technology resource to engage in any activity that violates any NEISD Board policy DH(LOCAL)-A, the Educator's Code of Ethics, campus rule, local, state, and/or federal law.

Employees shall immediately report any violations of this policy to their supervisor. If any employee has any question about whether any activity may be a violation of this policy, they should consult with their supervisor.

Personal Use

Employees may use District technology resources for limited personal use during their non-working hours. Such use must be in compliance with this policy, and cannot interfere in any way with the employee's ability to complete their job duties.

Privacy and Security

Employees shall use District technology resources responsibly and in a safe and secure manner. Employees shall not share their individual logins, passwords, or access to District technology with others except to appropriate District Network Technology Services personnel or with the approval of the employee's supervisor. Employees shall sign off or log off all District equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords or access.

Consequences for Violations of this Policy

Employees shall be subject to disciplinary action as deemed appropriate by the Superintendent or designee for a violation of this policy, depending on the severity of the violation. Such consequences may include, but are not limited to, verbal or written counseling, reprimands, suspension or placement on administrative leave, and termination. In addition, an employee's privileges to use District technology resources may be restricted or revoked. The District may undertake appropriate investigations of any potential violation of this policy by an employee, and may take action based upon the preponderance of the evidence revealed by such investigation.

Employees who violate this policy may also be subject to potential violations of local, state, and federal law, depending on the conduct involved.

Limitation of Liability

The District makes no warranties of any kind, whether express or implied, for the technology resources it provides to employees. NEISD is not responsible for any damages that an employee may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by an employee, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the employee's own risk, as the District makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use District technology resources, employees hereby agree to indemnify and hold harmless NEISD, its trustees, other employees, and representatives from any and all claims for damages that arise from their own intentional or neglectful misuse of the District's technology resources.

Revised 06/2023

Employee Dress Code

North East ISD Board Policy DH (Local & Reg.) addresses the issue of dress and grooming by district employees. The Policy states: ***"The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent."***

All employees should subscribe to and follow a daily **minimum** dress code that exceeds that of students and can best be described as the phrase **"dress business casual."** The general philosophy is that we are professionals and will present a professional image at ALL times. We should dress the part (i.e., no shorts, baseball caps, and flip flops). Faded and torn jeans, and t-shirts are not appropriate.

All employees are role models and should dress accordingly. Occasionally there may be situations that warrant an exception, such as a unique medical condition. Sound professional judgment should be used in these instances.

The following specific rules are to be followed by all students in the North East Independent School District:

1. Hairstyles and/or hair colors that are considered by your students' school administration to be distracting and/or disruptive to the educational environment are prohibited. In addition, hair symbols and/or styles which are identified with inappropriate advertising or statements that are offensive or inflammatory are prohibited.
2. Halter tops, exposed midriffs, strapless and/or low-cut tops, exposed backs, spaghetti straps and see-through clothing are not permitted. **Undergarments shall not be visible or exposed.**
3. Tanks/sleeveless shirts will be prohibited unless the width of the shirt's shoulder is at least two (2) inches wide. Sheer clothing is prohibited unless the under-shirt's shoulder width is at least two (2) wide. Undergarments shall not be visible or exposed. Oversized armholes/jersey-type tanks are not permitted without a sleeved undershirt.
4. Clothing or **conspicuously displayed jewelry or accessories** with inappropriate advertising or statements that are offensive or inflammatory (alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence) is prohibited. Certain colored items of clothing, conspicuously displayed jewelry or accessories, such as but not limited to, shirts, hair decorations, shoelaces, and the like may be prohibited at the discretion of the campus principal.
5. Lanyards with inappropriate advertising, pictures, symbols or statements that are offensive or inflammatory are prohibited. This prohibition includes, but is not limited to, alcoholic beverages, profanity, sex, tobacco, drugs, gangs, guns and other weapons, excessively violent or gory imagery, and the promotion of violence. Lanyards may be prohibited at the discretion of the campus principal.
6. Appropriate footwear is required. Footwear that has toes and/or soles reinforced with steel, hard plastic or similar materials is prohibited. Footwear with wheels is prohibited.
7. Shorts will be permitted provided that the shorts are neatly hemmed, conservative and modest in appearance. Campus administration will determine appropriate length. Bicycle shorts, form fitting and skin-tight shorts or pants of spandex or other similar materials worn alone are prohibited. Excessively high slits in skirts and tight spandex will not be permitted.
8. Pants shall be worn securely at the waist. Sagging pants are prohibited. Excessively worn, torn, frayed, over-sized or long clothing is not permitted. **Undergarments shall not be visible or exposed.** Pants/leggings that are made of spandex or similar material must have an item of clothing worn over the material that completely covers the student's bottom.
9. **Body piercing** ornaments and other similar ornaments that are distracting/unsafe to the educational environment are prohibited.
10. **Visible tattoos and similar body painting(s)** that promote violence or reflect gang activity are prohibited. Visible tattoos and similar body painting(s) that are considered offensive, inflammatory or disruptive to the learning environment are prohibited.
11. Hats, caps, or other head apparel are not permitted. Hats, hoods on hooded sweatshirts, shirts, and jackets **may not be worn during instructional or passing periods, or while in the building.** Head apparel may be prohibited at the discretion of the campus principal. In addition, **costumes of any type are prohibited.**
12. Any apparel or attire that is considered to be distracting and/or disruptive to the educational environment or is considered a safety concern is prohibited (ex: pajamas, house shoes, etc.).

A review of dress and grooming policies will be made periodically, and changes will be made, as needed. While it is inevitable that there will be differences of opinion as to the appropriateness of dress and grooming, the final determination will be in the judgment of the building principal or department supervisor. An employee who does not comply with this dress code may jeopardize his or her job.

Revised 07/2021

Regular Education and Special Education Assistants

Pre-Employment Agreement

I have reviewed the regular education and special education job descriptions for the position of instructional assistant and special education assistant including physical and mental demands. I understand that I must meet the physical and mental requirements of the job prior to accepting any substitute assignments on a North East Independent School District campus.

Regular Education Instructional Assistant: Assist teacher in preparation and management of classroom activities and administrative requirements. Works under supervision of certified teacher or teaching team. Paraprofessionals may provide instruction as long as they are working under the direct supervision of a *highly qualified teacher*.

Special Education Assistant: Help meet the physical and instructional needs of individual students with disabilities inside and outside the classroom. Assist with the implementation of Individual Education Plans (IEP) including behavior management and instructional programs. Work under general supervision of principal and immediate direction of certified teacher. Paraprofessionals may provide instruction provided they are working under the direct supervision of a *highly qualified teacher*.

Physical Requirements: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands and arms, and talk to hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. **The employee is occasionally required to lift 50 pounds alone and to lift or move up to 100 pounds with assistance.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position requires the lifting of students.

Mental Requirements: While performing the duties of this position, the employee is required to demonstrate an above average degree of concentration and understanding of verbal instructions. The employee must also exercise above average emotional control and maintain a very high level of confidentiality. Average skills are required in communication (verbal and written) interpretation, analyzing, differentiating, memorizing, reading and computing. Moderate skills are required in coordinating and compiling. While performing the duties of this job, the employee is occasionally required to work in a confined space, exposed to outside weather conditions and risk of electrical shock. The employee is regularly biologically exposed to bacteria and communicable diseases. The noise level in the work environment is usually moderate.

Substitute Policies and Procedures

Schedule

Substitutes are to follow the schedule of the regular classroom teacher. This includes reporting to duty at least **30 minutes** before the start of school in order to allow time to prepare for the day. The exact beginning and ending times for substitutes may vary from job to job depending on the duties for that particular teacher. **Listen to the special instructions on the SmartFind system when they are given. When in doubt, call the school and verify the start time, get directions, etc., as needed.**

The care and supervision of the students assigned to the substitute should be of paramount importance. **At no time during the day should the substitute leave the campus unless authorized to do so (need prior permission from administration.)** Occasionally, a substitute may be asked to perform duties in addition to those of a substitute teacher. Also, **a substitute may be asked to teach in a classroom other than the assignment they accepted or to teach during a conference period.** The substitute should **demonstrate flexibility and cooperation with the school administration and staff** in its attempts to meet the instructional needs of the students.

Substitute teachers are to **remain on campus an additional 15 minutes** after the dismissal bell to allow time to restore the classroom in the manner found, walk students to the bus/parent pick up area and leave a detailed note to the teacher about how the day progressed, how students behaved, etc. Finally, the substitute should always check in with the Substitute Coordinator (may have possible sub jobs the following day/week) then sign out at the front office when leaving for the day.

ID Badges

Substitute ID badges will be issued by the Substitute Office. All substitutes **must wear their badge at all times** when working at our campuses and district offices. The badge must be prominently displayed on your body. If your ID badge is lost or stolen, please report this to the Substitute Office immediately and arrangements will be made for a replacement.

Student Discipline

When students cause behavior problems that are disruptive to the learning environment, the substitute should attempt to maintain discipline in the classroom using acceptable behavior management strategies. Sometimes, even the most effective classroom management strategies will fail, and individuals or groups of students may need to modify their behavior in order to resume effective teaching. **Substitutes must never administer corporal punishment, physically discipline or place their hands on/touch a student in any way.** This includes verbal abuse. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Substitutes should exercise extreme caution and good judgement in verbal and physical relationships with students. Substitutes should establish a position of authority with the students. **Be friendly without befriending the students.** Under no circumstances may a substitute engage in a romantic or other inappropriate relationship with a student. **In addition, substitutes are not allowed to accept campus assignments for classes where their children are enrolled.**

Professional Conduct

The substitute should never leave the classroom unattended. **If the substitute needs to leave the room for a personal reason or emergency, a nearby teacher and/or administrator should be notified so that the classroom will be supervised.** At all times and in all matters related to substitute teaching, the substitutes should never hesitate to seek help when needed. Help is only a few steps or a call away to the office at any time. Most classrooms have an intercom system if you feel the need to contact the office for immediate assistance.

Principals are asked to notify the Human Resources Dept. of any concerns or misconduct involving substitutes. In the event a principal requests that a substitute not return to their campus, North East ISD reserves the right to exclude them from working at that campus. If circumstances warrant, a substitute will be removed from service to the District if it is believed to be in the best interest of the school and/or the District. Substitutes must adhere to the following:

- Employees, visitors, substitutes and students are prohibited from bringing firearms, illegal knives, or other weapons onto school property or any grounds or building where a school-sponsored activity takes place.
- Cellular phones should be off and out of sight during the school day. No personal calls should be made or received during the instructional day with the exception of personal calls made during lunch, before or after school. **Taking pictures and recording videos of students with any device is not permitted.**
- Videos and social networking sites are not to be accessed or shown unless it is part of the teacher's lesson plan.
- District policy prohibits the use of tobacco products anywhere on school property, as well as school sponsored events.
- NEISD is a Drug-Free Workplace. Employees of the District are prohibited from using, possessing, manufacturing, dispensing, distributing, or being under the influence of alcohol or alcoholic beverages, prohibited drugs, or narcotics.
- **Personal questions/conversations of a sensitive or private nature not included in the teacher's lesson plans are to be avoided.** These include questions about religious beliefs, sexuality, substance abuse, family life, etc.
- Substitute teachers should also **refrain from discussing their personal lives with students**, especially as it pertains to religion, sexual preferences and other aspects of their personal life of no relevance to the instructional content being presented or reviewed.

SmartFind Express – Priority List & Active Do Not Use Status

Principals may exclude a substitute from the campus at any time. Removal from the active substitute list may occur due to the reasons below but are not limited to the following:

- Using profanity or discussing inappropriate topics in the presence of students
- Making sexually or racially inappropriate verbal/written comments, displaying inappropriate pictures, physical conduct or subjecting students, staff or parents to racial or sexual harassment
- Willful refusal to follow instructions and/or lesson plans left by the classroom teacher
- **Classroom management concerns**
- Using alcohol or illegal drugs on school property or reporting to work intoxicated
- **Endangering students by leaving them unattended at any time**
- **Frequently arriving late or leaving early and asking to leave during conference periods**
- **Using personal cell phone or teacher's computer during instructional time** (unless lesson plan states to use their computer)

Substitute's Active Status & Resignation Procedure

Substitute teachers work as "at-will" employees from school year to school year. In June, at the close of the current school year, notices are sent to substitutes' email addresses informing them that they can continue their active substitute status with our district unless they choose not to do so. In addition, our substitutes are notified in the same email that if they decide not to substitute the following school year, they need to resign themselves through our district's Employee Center link in the Lawson system. **Substitutes will need to ensure that their contact information is always current in Employee Center.** Substitutes who are not performing satisfactorily will be notified by the HR Dept. that they will be resigned from a campus and/or our district.

By attending Substitute Orientation, you are **agreeing to work 5 full days per month** which includes at least **one Monday and one Friday. Two half-day jobs equals to one full day job. In order to remain an active substitute, you must meet this requirement each school year. If not, you will be resigned as a substitute due to inactivity.** We encourage you to accept as many jobs as your schedule will permit.

Campus Organizations/Clubs

As of the 2021-2022 school year, employees of the District will be able to serve in a financial capacity of booster club or parent organizations. Financial capacity includes holding positions of president, treasurer, fundraising chairperson or serving as a check signer. Additionally, a District employee should not be a member of the audit committee.

Substitute Para Training Requirements

Paraprofessionals who work alongside teachers are instructional assistants. Instructional assistants also work in Special Education classrooms with special needs students. It is very important that our substitutes have the training that is required to work in the classrooms with special needs children. In an effort to better protect our substitutes and our students, our district offers Special Education training. Refer to the Pre-Employment Agreement on **page 28**.

On the Job Injuries

If a substitute is injured while on the job, they must report the injury to the campus office immediately. The Principal and/or Administrative Assistant/Secretary should give them guidance and assistance on necessary procedures and completing Worker's Compensation paperwork, as well as a list of clinics, if needed.

Safety and Security

The schools will require substitutes to sign in and out each day they substitute. Even when they are in a long-term assignment, they need to check in at the office first. Substitutes must wear their ID badges when on campuses at all times. If the lesson plan folder does not have the **school's emergency procedures**, contact the Substitute Coordinator or front office staff for direction. **Substitutes need to familiarize themselves with their surroundings, nearest exits and fire extinguishers, and what to do when they are asked to participate in drills.** They will need to **take the class roster** if the students need to evacuate the building. **Substitutes can seek guidance from neighboring teachers, administrators or front office staff, as needed.**

Evaluations

When a substitute completes an assignment, the classroom teacher may complete and submit a Substitute Evaluation Form to their campus Substitute Coordinator. This evaluation is sent to the Substitute Office and becomes a part of the substitute's electronic file. The substitute may request to view the evaluation instruments by calling the Substitute Office staff and make an appointment in advance.

Substitutes who wish to respond to their evaluation may do so in writing. This response should be forwarded directly to the Substitute Office HR Coordinator. Copies of the response may be sent from our Substitute Office to the campus where the evaluation originated.

Classroom Management

The San Diego County Office of Education provides a series of brief guides for substitute teachers on topics such as classroom management, legal responsibilities for substitute teachers, and basic expectations for substitute teachers. The *Classroom Management* guide provides an excellent overview of some keys to ensuring a productive classroom, including the following examples:

- It is important for substitute teachers to **establish their classroom expectations and consequences at the beginning of the day**. It is essential for teachers to be perceived by students as confident, as being in charge, and as being fair.
- It is extremely important for the **teacher to not lose his/her temper or control**. Teachers should model appropriate behavior even under highly stressful situations. When teachers lose self-control, it becomes more difficult to make proper decisions and to retain the respect of students. When teachers lose self-control, their behavior often becomes the focus of attention rather than the student's behavior.
- Direct eye contact and nonverbal communication are effective classroom management tools, provided that the nonverbal communication does not become threatening or intimidating to students.
- Using different voice inflections in the classroom is appropriate if it has a legitimate educational purpose, does not result in yelling (which is ineffective and abusive), and does not demean students.
- Letting the entire class know your expectations in advance is key to having a successful educational day. "Establishing standard" should be done as early in the day as possible. Teachers need to be firm, fair, and consistent. Setting reasonable standards and consequences and consistent enforcement of these standards is essential in maintaining a safe and orderly learning environment.
- Students need to understand that if they chose to follow or violate classroom expectations, a correlation exists between their choice and the consequence. Negative student consequences should be logical and in proportion to the seriousness of the violation. Rewards should have a legitimate educational purpose, and the reward offered should be sufficient to motivate students to want to continue making correct choices.
- **Students, like adults, respond to *positive* reinforcement better than to sarcasm or use of the negative. Praising desired behavior is much more effective than punishing undesired behavior.** Preventive discipline is more effective than reactive discipline.
- It is more appropriate to correct students on-on-one no matter the grade level. Students who are corrected in front of their peers often respond by acting out even more. Often the student who is being publicly disciplined will have their peer group rush to their support at the expense of the teacher. A general guideline at the elementary level is to **"correct privately and praise publicly"**. At the elementary level, it is general acceptable to praise a particular student in front of other students. At the middle school and high school levels, individual praise normally needs to be done privately, while group praise is done publicly. Praise should always be genuine and never contrived.

- Students need to expect clear direction and predictability. Clear direction and teacher predictability provide a safer and more secure learning environment for students. A disciplinary surprise is usually not only ineffective; it often results in the students perceiving the teacher as being unfair and unreasonable.
- **There is a high correlation between the difficulty of assigned work and student behavior.** If the assigned work is too difficult, students may become frustrated and begin to act out. If the assigned student work is too easy, students may easily become bored and also begin to act out. **The teacher needs to constantly and actively monitor student learning by walking around the classroom and checking for student understanding.** Assisting students who are having difficulty and adjusting the level of difficulty of the work will go a long way to ensure proper classroom management. Increasing the difficulty of the work or providing alternative learning assignments will help to prevent boredom and classroom disruptions.
- **Unoccupied and non-directed student time often results in classroom management difficulties.** Teachers should provide learning activities for students to begin working on immediately upon entering the classroom and upon concluding their regular classroom assignments.
- Minor unacceptable student behaviors are often best dealt with by using a technique known as **extinction (ignoring minor negative behavior so it is not reinforced by providing desired attention)**. This technique usually results in minor unacceptable student behavior disappearing. If the undesired behavior persists, the teacher will need to use more direct disciplinary intervention strategies.
- **It is important to listen carefully to students and to consider their point of view before disciplinary action is taken. Listening to students is particularly important when there is a situation where the teacher may not have all the information. The process of listening will not only assist the teacher in making proper decisions, but will often result in a teachable moment for that student.** *(San Diego County Office of Education Undated)*

*Adapted from: Developing an Effective Substitute Teacher Program
Educational Research Service*

Tips for Success

Preparing to Teach

The following are suggested best practices used by effective instructors to prepare to substitute teach:

- Ensure that you arrive 30 minutes prior to the campus start time. Punctuality is imperative!
- Review the teacher's lesson plan, student discipline plan/form, bell schedule and seating chart to familiarize yourself with the students' names. Substitutes may be assigned to a "floating" teacher assignment; this means that the teacher that you are substituting for doesn't have their own classroom and "floats" to various classrooms to teach their students.
- If you are a long-term substitute, confirm with the Principal if you will be given temporary filing cabinet and/or drawer keys. Also, Principals may ask their custodial staff to unlock and lock your classroom door so you may not need a classroom key.
- If time permits, familiarize yourself with the physical layout of the school using the school map, including classrooms, entrances/exits, department offices, cafeteria, gymnasium, library, auditorium, restrooms, and staff lounges.
- Obtain information regarding campus emergency plans (i.e., critical issue response plans) and fire drill procedures. These rules should be posted in each room. If not, check with the Substitute Coordinator or a neighboring teacher for instructions.
- If time permits before class, **introduce yourself to the teachers in the surrounding area/hallways.**
- **Anticipate classroom challenges and plan strategies to meet them (always refer to the teachers' lesson plans when in doubt, or contact an administrator).**
- Relate to students in a positive manner and expect the best from all students.
- Address student concerns individually and in a private manner, as needed.
- **Remain objective and be patient.**
- Adhere to the established classroom routine and ask for a student helper to assist you with locating supplies, lesson assignments, etc.
- Follow the designated lesson plans at **ALL** times.

In the Classroom

Arriving to your assignment on time will ensure a good start and enable you to do the following:

- Read through the daily lesson plans that the teacher has left and verify that you have all the materials you need. **FOLLOW THE LESSON PLANS** left by the teacher to the best of your ability.
- Meet the teachers around you. They may help if you have a question about the lesson plans.
- Substitutes should introduce themselves to each class throughout the day, if applicable. The substitute's name should be written on the board to avoid any confusion during the day. Present your expectations to the class.

- **NEVER leave students unsupervised at any time.** Always have a good view of all students at all times; **do not turn your back to the class.** Constantly scan the room, actively monitoring all students, and walk up and down the aisles around the students' desks as well.
- Expect good behavior from the students. In order to be successful in the treatment of students you need to be **fair, firm, friendly and consistent.** Be professional at all times. Fairness and consistency are key issues with students. Do not choose favorites when dealing with student behavior or performance. Use the intercom system or telephone located in the classroom to call the office if you need assistance from an administrator.
- **Do not make inappropriate statements to students or staff because they will remember. Students may inform their teachers, parents, principals, etc.**
- Make sure once you state the goal and reward, you stick with it. The reward must be in the perimeter of the school guidelines.
- **Give positive reinforcement at ALL times.** Say something positive about the class. (For example: When I arrived today, your principal told me that you are a wonderful class, and we will have a good day.) Give positive feedback to individual students. (For example: Thank you for raising your hand.)
- Adhere to the teacher's lesson plan; establish classroom expectations and consequences at **beginning of period (praising desired behavior is more effective than punishing undesired behavior;** preventive discipline is more effective than reactive discipline.)
- **Do not reinforce negative behavior.** Diffuse difficult situations and then redirect.
- **Move about the room frequently** during the day to check on students; work and keep students on task. Give students individual help if they need it.
- Be respectful to all students and expect it in return. Do not talk down to the students.
- **Reprimand students in private** and reward in public.
- Respect each student's individual strengths and weaknesses. Handle wrong answers without criticizing students.
- Wait until you hear the dismissal bell before letting students leave the classroom. Before you leave, make sure the room was left neatly and all students have left the room then turn off the light and close the door behind you.
- Organize any papers the students turned in before you leave for the day and place them on the teacher's desk.
- Complete thorough notes to the teacher at the end of the day. Your goal as a substitute teacher is to provide continuity to the students while the teacher is absent. Write down anything you think the teacher should know in terms of students' work completion, problems/concerns, significant incidents and successes. Teachers really appreciate knowing what went on in their class while they were out. This allows the teacher to follow through with any discipline that may need to occur. If warranted, **compliment the students for their good behavior.** Give the classroom a final check before you leave; making sure all computers and monitors are turned off and things are in order.
- **Do not leave until the appropriate time (at least 15 minutes after the bell rings to end the day).** The principal has the right to expect substitute teachers to be available for students after school (example: duties like dropping off students at the bus and parent pick-up area).

- Report to the office to check out with the Substitute Coordinator to inform them that you are leaving for the day then sign-out at the front desk.
- If you are substituting in a long-term assignment, make sure you attend all scheduled teacher meetings, parent/teacher conferences, etc. When in doubt, ask the principal.

Out of the Classroom

- Teachers will have other duties that you will need to perform while they are absent. Sometimes it may be necessary to perform routine tasks such as **hall duty, lunchroom duty, playground supervision or other duties assigned by the principal**, in addition to regular classroom responsibilities. **If you are asked to fill in for another classroom or assist in tutoring students during the teacher's conference period, you are required to help out. Always check in with the Substitute Coordinator during the beginning of the conference period to confirm if you are needed to assist elsewhere on campus.**
- Supervision of the halls or corridors is a responsibility of all teachers – especially when students are passing to their next class period during bell times. Substitutes should stand at the door to greet students as they enter the classroom.
- **Substitute teachers are not permitted to leave the campus during their lunch time or conference period.** If there is an emergency and the substitute needs to leave the campus, the Principal/Asst. Principal **and** Substitute Coordinator should be contacted.
- Only remove mail from the regular teacher's mailbox that pertains to the day you substitute.

Active Involvement

The successful substitute teacher is **actively involved** with instruction. This includes **moving around the classroom, checking students' work and assisting them with assignments**. The expression, **"Be on your feet and not on your seat"** is good advice for the substitute. **Many discipline problems can be avoided by the substitute's use of proximity to the students.**

Teaching in Special Education Classrooms

Special Education Roles:

- A special education teacher is a college degreed education professional who has been certified by the Texas Board of Educator Certification as having the required credentials and passed the appropriate licensing exams to be a certified teacher in Texas of students with disabilities.
- A paraprofessional provides students with disabilities with instructional or other direct services and they are supervised by a certified education professional.

Code of Ethics:

- Educators working with students with disabilities will...
 - Interact with students in a manner that demonstrates dignity and respect.

- Interact with other education staff and parents in a manner that demonstrates respect and professionalism.
- Maintain confidentiality.
- Raise questions and concerns in a professional manner and through appropriate channels.
- Demonstrate a commitment to learning.

Guidelines to Talking About Persons with Disabilities:

- Use “person first” language. For example: a student with autism, a child who uses a wheelchair, a student who is deaf. Keep the focus on the person, not the disability.
- Avoid overdramatic language like “afflicted with” or “suffers from”.
- Do not generalize when talking about students. Talk about individuals, not generic terms for groups of people.
- Be direct and focus on the positive.
- Never say *retarded*! It is disrespectful and offensive.
- Treat others as you would want your own child treated. Be kind, courteous, and patient.
- Dignify others by giving them opportunities to be as independent as possible.
- Be courteous when physically moving or prompting someone. No one wants to be surprised.
- Make others aware of your intentions and ask for their input or suggestions.

Family Education Rights and Privacy Act (FERPA):

- Student information is protected as private under federal law.
- Only persons with educational need-to-know have access to student records.
- **Do not discuss students outside of the classroom.**
- **Student information is confidential.**
- More information can be found at:
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Keeping Confidentiality:

- Be careful with whom you share information. Is that person directly involved in the student’s education?
- **Do not point out or identify students when out in public or even in the classroom.**
- If asked about your job, do not mention student names.
- Any questions from others should be directed to the teacher or other school professionals.
- Never gossip or joke about a student.

Special Education Eligibility:

- To qualify for Special Education, a student must have both a disability and an educational need for services that cannot be met in general education.
- Eligibility Criteria include:
 - Autism (AU)
 - Intellectual Disability (ID)
 - Visually Impaired (VI)

- Auditorily Impaired (AI)
- Deaf-Blind (DB)
- Orthopedic Impairment (OI)
- Other Health Impairment (OHI)
- Serious Emotional Disturbance (ED)
- Multiple Disabilities (MD)
- Specific Learning Disabilities (LD)
- Speech/Language Impairment (SI)
- Traumatic Brain Injury (TBI)

SPED Acronyms:

- ARD – Admission, Review, and Dismissal meeting, held annually to plan for student educational needs
- IEP – Individualized Education Program
- IDEA – Individuals with Disabilities Education Act
- ADA – Americans with Disabilities Act
- 504 – Section of the ADA regarding accommodations
- LEP – Limited English Proficient
- LRE – Least Restrictive Environment
- RTI – Response to Intervention
- TEA – Texas Education Agency
- NCLB – No Child Left Behind Act
- FAPE – Free Appropriate Public Education
- PECS – Picture Exchange Communication System
- PLAAFPs – Present Levels of Academic Achievement and Functional Performance
- AYP – Adequate Yearly Progress
- ELL – English Language Learner
- APE – Adapted Physical Education
- ALE – Alternative Learning Environment
- ECSE – Early Childhood Special Education

What's the Plan?

- **If you are a substitute teacher in ALE or Redirection, ask the paraprofessionals in the classroom for guidance.** They know students' needs, communication, likes and dislikes – follow their lead. Most importantly, other staff can provide guidance on maintaining routines, systems, and procedures.
- If you are a substitute teacher in another type of setting, pick up lesson plans from the office **(SPED Coordinator or Substitute Coordinator)** and follow the lead of the teachers you will be working with during the day.
- If you are a substitute paraprofessional, always follow the direction of the certified teacher who you are supporting.

- Always follow the teacher's directions. You are not at liberty to make changes to the lesson plans or classroom procedures. There is a limited amount of time to accomplish everything in a school year – the day cannot be spent on activities outside the curriculum.
- **If you are not sure what to do, just ask.**

Discipline

- Follow the campus rules and Code of Conduct
- Follow the individual student's Behavior Intervention Plans (BIPs)
- Restraint
 - Texas Behavior Support Initiative (TBSI)
 - Only as a last resort when a student is in imminent danger of serious physical harm to themselves or someone else.
 - **Substitutes should NEVER restrain a student!**
- Discipline Procedures
 - **If a student misbehaves, report the infraction to a permanently employed school staff (preferably an administrator or teacher next door), and leave a note for the teacher that you are substituting for that day(s).**
 - If you do not know what to do next, ask the **SPED Coordinator or an administrator.**
 - If you do not understand why something is being done a certain way and you are concerned, ask the SPED Coordinator or an administrator.
 - **If you see something that you believe is unprofessional or harmful to a student, tell an administrator and the SPED Coordinator (at the secondary campus) immediately.**

Employee Standards of Conduct

DH(LOCAL) - <https://pol.tasb.org/Policy/Code/179?filter=DH>

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations of Standards of Conduct

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment. [See DCD and DF series]

Weapons Prohibited

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

Exceptions

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKE]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Electronic Communication - Use with Students

A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students who are currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships;

2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups;
3. Hours of the day during which electronic communication is discouraged or prohibited; and
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

Personal Use

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Reporting Improper Communication

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Disclosing Personal Information

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Safety Requirements

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Harassment or Abuse

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

Relationships with Students

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct. [See FFF]

Tobacco and E-Cigarettes

An employee shall not smoke or use tobacco products or e cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

Alcohol and Drugs / Notice of Drug-Free Workplace

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice

Employees shall receive a copy of this policy.

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Felony driving while intoxicated (DWI); or
 - Acts constituting abuse or neglect under the Texas Family Code.

Dress and Grooming

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.

Educators' Code of Ethics

DH (EXHIBIT) - <https://pol.tasb.org/Policy/Code/179?filter=DH>

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2. The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

Ethical Conduct Toward Students

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. The nature, purpose, timing, and amount of the communication;
2. The subject matter of the communication;
3. Whether the communication was made openly or the educator attempted to conceal the communication;
4. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. Whether the communication was sexually explicit; and
6. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

DATE ISSUED: 12/18/2020
UPDATE 116
DH(EXHIBIT)-P

Employee Welfare: Freedom From Discrimination, Harassment, and Retaliation

DIA(LOCAL) - <https://pol.tasb.org/Policy/Code/179?filter=DIA>

Note: This policy addresses discrimination, harassment, and retaliation against District employees. For Title IX and other provisions regarding discrimination, harassment, and retaliation against students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Definitions

Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

Prohibited Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sex-Based Harassment

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communication, including electronic communication.

Reporting Procedures

Any employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

Notice of Report

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall immediately notify the Title IX coordinator.

Investigation of Reports Other Than Title IX

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

Interim Action

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

District Investigation

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Response to Sexual Harassment—Title IX

General Response

For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).

When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;
6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

Access to Policy and Procedures

Information regarding this policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

DATE ISSUED: 7/17/2020
UPDATE 115
DIA(LOCAL)-B

Substitute Paraprofessional Process

The District's paraprofessional substitutes use the KRONOS system to record their work hours. In utilizing the KRONOS system, the District was able to effectively comply with wage and hours laws that required non-exempt positions, such as paraprofessional substitutes, to be paid for hours worked.

Below is an overview of the process:

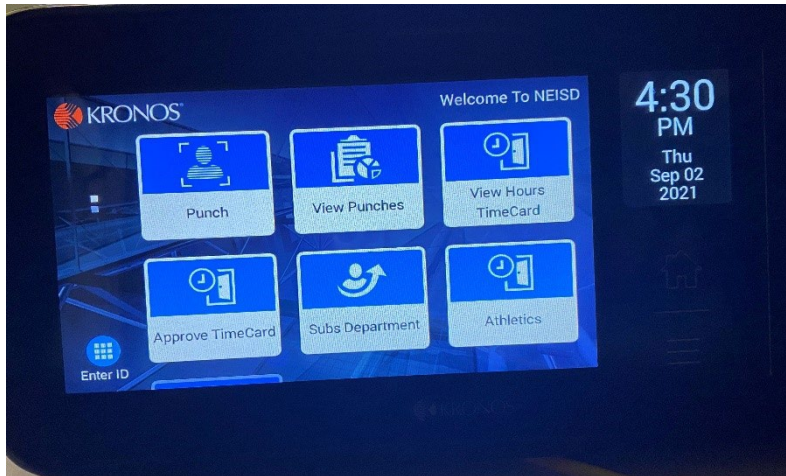
- All absences requiring a substitute must be entered into SmartFind Express. Requests to fill positions or absent employees or vacancies will be satisfied using SmartFind Express.
- Substitutes will be using a process called "PIN" punching to enter their **Employee ID Number** at the clock to record their punches (the badge issued to substitutes is only for ID purposes and **not** for KRONOS PIN punching.)
- The substitute will be required to approve their timecard daily and to submit to the campus Substitute Coordinator a punch change form to correct any discrepancies.
- Because the work hours and days will vary, substitutes will not be assigned to schedules in KRONOS. As a result, the punches will not be subject to the District's rounding rules. Substitutes should be told to clock in/out as close to the start of their work schedule as possible.
- The campus/department will be responsible for notifying the substitute if they should clock out for lunch. As a general rule, the lunch period should be based on the practice for that position.

If you have any questions, please feel free to call one of the following Payroll Department contacts:

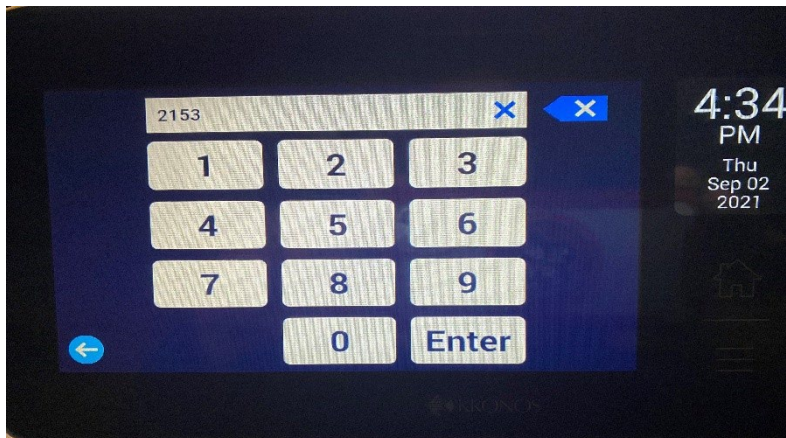
- | | | |
|--------------------|---------------------------------|----------------|
| • Melanie Sklencar | Payroll Technician, Substitutes | (210) 407-0526 |
| • Erica Olivares | Assistant Payroll Manager | (210) 407-0509 |
| • Christa Ayala | Senior Payroll Manager | (210) 407-0506 |

Paraprofessional Substitute Time & Attendance Work Instructions

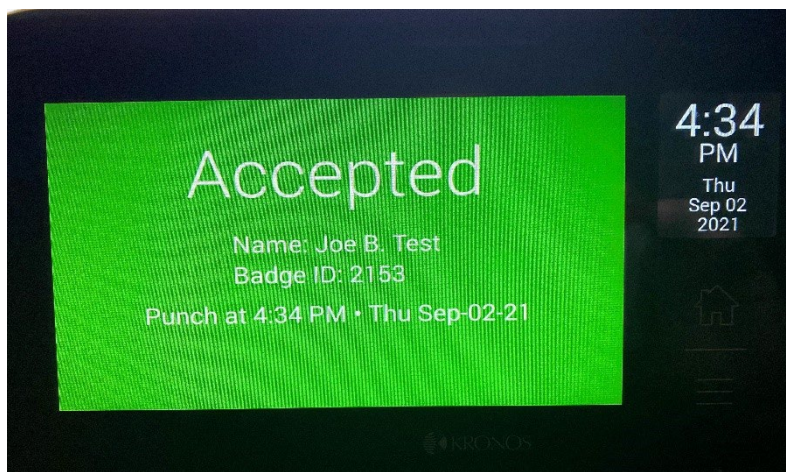
1. To clock in/out without badge, select the "Punch" or "Enter ID" button on the home screen



2. Screen will appear to enter in badge. Enter badge then hit enter.



3. Badge will show accepted when successful



Lunch

The substitute should check with the campus or department to determine whether to clock out for lunch or not.

Correcting Errors

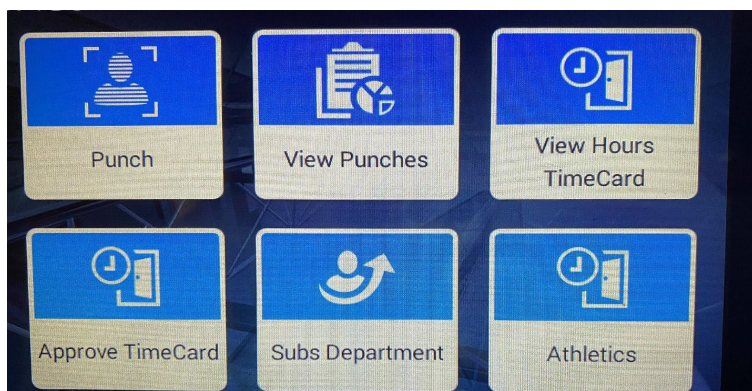
A Punch Change/Absence from Duty form should be completed to correct the timecard for missed or incorrect punches. The Punch Change/Absence from Duty form can be obtained from the campus office or the Payroll Forms page on the Intranet. The completed form should be turned into the campus/department contact before leaving the campus assignment. Manual paychecks will not be issued for errors that result in the failure to complete and submit the Punch Change form in a timely manner.

Approve Time – Employee

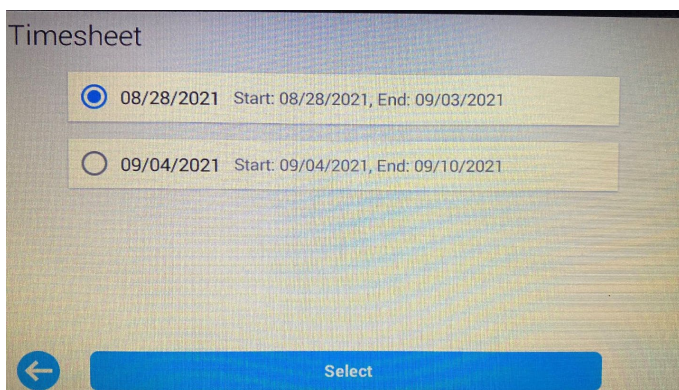
The Approval acknowledges acceptance of the Timecard information and that the Timecard is ready to be sent to the Budget Manager/Supervisor. Timecard approval must be done on a daily basis, before leaving the campus. Falsification of the timecard is subject to disciplinary action to include recommendation of termination and removal from the Substitute call list.

To approve the timecard at the timeclock:

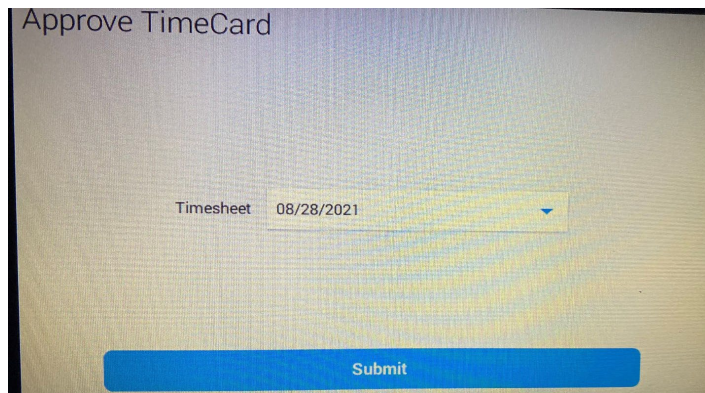
1. Approve TimeCard, this is best done after using View Hours TimeCard, this allows you to see all your punches. Later in this step, you can only view your totals. Select Approve TimeCard, swipe badge or enter number.



2. Select Pay period you want to approve; it will be labeled with the start of the pay period.



3. Confirm date is correct. If not, change it by hitting date field which will take you back to the previous screen. If correct, hit submit.

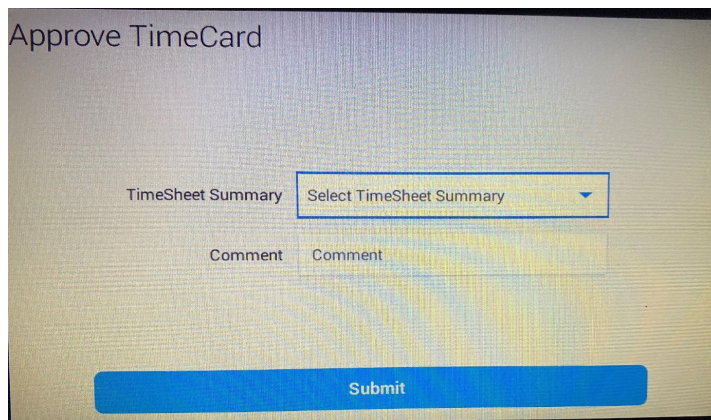


Approve TimeCard

Timesheet 08/28/2021

Submit

4. You will be given an option to view Time Sheet summary, this will only show summary of hours. If you want to see all punches, refer to View Hours TimeCard instructions. Select Time Sheet Summary field if you wish to see the summary. If not, hit submit.



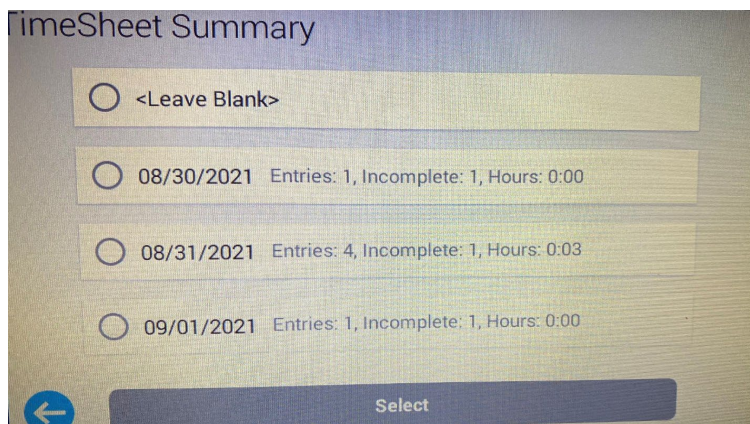
Approve TimeCard

TimeSheet Summary Select TimeSheet Summary

Comment Comment

Submit

5. TimeSheet Summary will look like this once you are all done. Hit the "back" arrow and it will take you back to the above screen. Hit submit to continue.



TimeSheet Summary

☐ <Leave Blank>

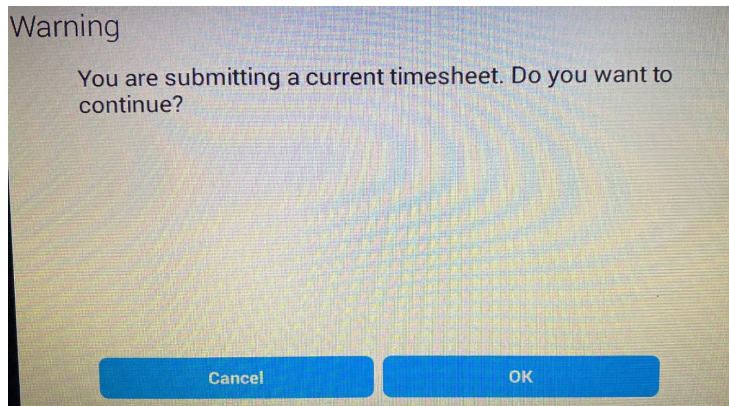
☐ 08/30/2021 Entries: 1, Incomplete: 1, Hours: 0:00

☐ 08/31/2021 Entries: 4, Incomplete: 1, Hours: 0:03

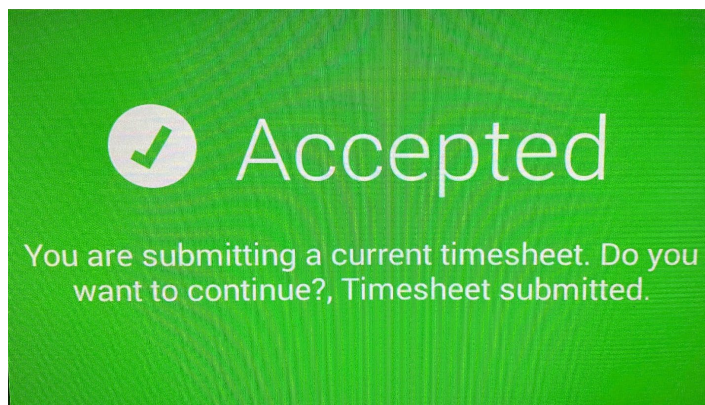
☐ 09/01/2021 Entries: 1, Incomplete: 1, Hours: 0:00

← Select

6. After you have submitted the pay period, it will give you the following message. If you are approving in a current pay period, any time before Saturday. Hit OK when ready to submit.



7. When you have submitted, you will see the confirmation screen. After submitting, if you need to make any changes, you will need to have your Kronos Budget Manager remove your submission.

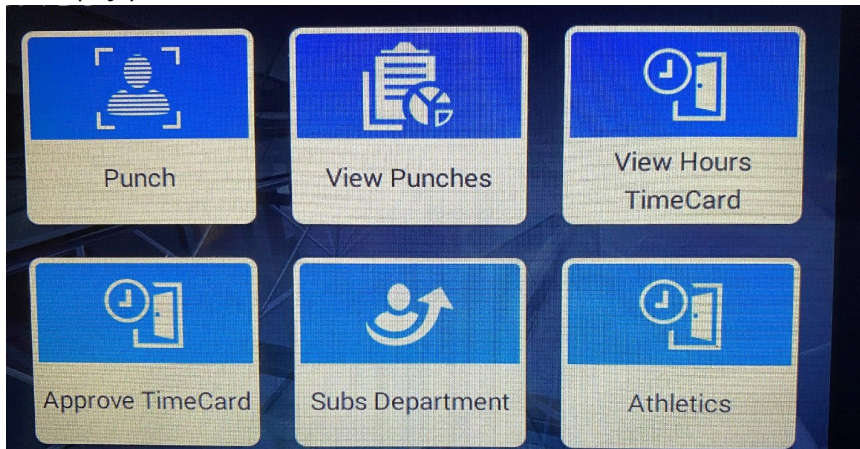


To approve the paper timecard: (Should only be done if timeclock is down)

1. Contact the Principal's Administrative Asst. or Substitute Coordinator and ask for a print copy of timecard.
2. Review the timecard carefully and sign the timecard if it is correct.
3. DO NOT approve the timecard if it is incorrect. Obtain a Punch Change form and complete the form indicating the necessary corrections. Forward the form to a department or campus representative before leaving the campus.

To view punches online:

1. View punches: this will show punches during the un approved time period. This will mostly be current pay periods. Select "View Punches"



2. Enter badge number or swipe badge. Punches will show for selected range.

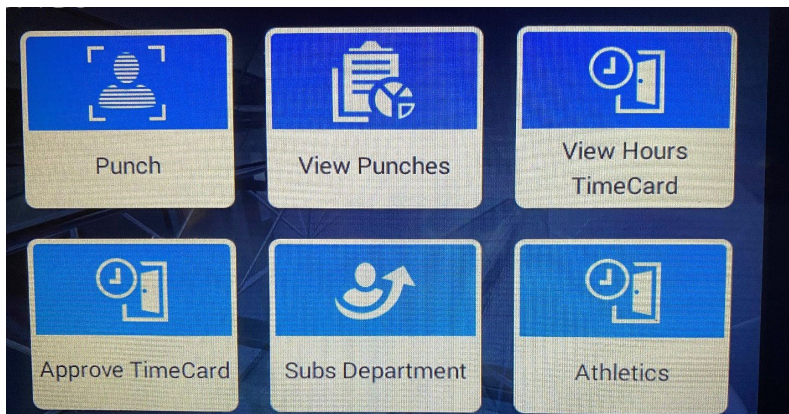
View Punches		Punches
08/30/2021	07:52a	i
08/30/2021	12:31p	i
08/30/2021	01:30p	i
08/30/2021	04:53p	i
08/31/2021	07:51a	i
08/31/2021	12:34p	i

3. Selecting "i" will show what type of punch it was. Refer to the example below.

View Punches		Punches
08/30/2021	07:52a	i
Status OK Type In Source Type NEW_UI_BROWSER		
08/30/2021	12:31p	i
08/30/2021	01:30p	i
08/30/2021	04:53p	i

To view timecard online:

1. Select "View Hours TimeCard", then enter badge number or swipe badge



2. You will then be prompted to enter desired date range. Select range of dates desired by selecting the calendar to the right.

View Hours TimeCard

From

To

3. The following calendar will appear, select desired start date. Once complete, do the same for the desired end date. If you need to go back to the previous month, select the back arrow.

Aug 2021							Cancel
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

4. Once you have selected the range, confirm dates in the "from" and "to" fields. If any are wrong, follow the steps you just did above and change the days to what is desired. Hit submit.

The screenshot shows a web interface titled "View Hours TimeCard". It features two input fields: "From" with the date "08/09/2021" and "To" with the date "08/13/2021". Each date field has a small calendar icon to its right. Below these fields is a large blue button labeled "Submit".

5. You will now see the totals for the range of dates selected. If you need to change them, hit calendar in the upper right hand corner. It will take you back to the previous calendar with the "from" and "to" option.

The screenshot shows the "View Hours TimeCard" interface with a table of hours worked. In the top right corner, there is a "Select Period" dropdown menu and a "View Hours" button with a calendar icon. The table has three rows: two for specific dates and one for the total. Each row includes an information icon ("i") on the right.

Date	Hours	Action
08/10/2021	0:02 Hours	i
08/12/2021	4:25 Hours	i
Total	4:27 Hours	i

6. To view actual punches for the totals, hit the "i" button. Then, hit the "Home" button to go back to the home screen.

This screenshot shows the "View Hours TimeCard" interface with detailed punch data. It includes the same "Select Period" dropdown and "View Hours" button as the previous screenshot. The table now provides a breakdown of hours worked by date, including specific time ranges and durations. The total row also includes a breakdown of "Hours Worked" and "Time Off".

Date	Hours	Action
08/10/2021	0:02 Hours 12:20p - 12:22p 0:02	i
08/12/2021	4:25 Hours 09:14a - 09:19a 0:05 09:19a - 11:05a 1:46 11:07a - 01:41p 2:34	i
Total	4:27 Hours Hours Worked 4:27 Time Off 0:00	i

Smart Find Express

Substitute Registration Process

SmartFind Express

Registration Process for New Employees

First Time Users must register with the Phone System first and create a PIN.

To register with the system for the first time:

1. Dial the system phone number at 210-804-7055
(You may place your phone on speaker to hear the prompts)
2. When prompted to enter your *Access ID*, enter your *Employee ID* without any leading zeroes, followed by the asterisk (*) key (**Important**): You must drop any leading zeroes at the *beginning* of your Employee ID.
Example: 001203 should be entered as 1203).
3. When prompted to enter your *PIN*, enter your *Employee ID* again followed by the asterisk (*) key. It will then ask you to record your name.
4. At this time, you can continue the registration process and you will be prompted to enter a PIN of at least six (6) digits of your choice. (*Your PIN cannot begin with a zero*)
5. Create your 6-digit Pin: _____
6. Press 9 to EXIT the system and hang up.

****NOTE:** After your phone registration, proceed to your Desktop computer or laptop to login on SmartFind to create your online password.

SmartFind Express

Substitute Login Instructions

1. Go to www.neisd.net/hr
2. Under the Substitutes column, click on "SmartFind"
3. Login with your Access ID (Employee ID) and Password, then click on the **Submit** button (see illustrations below). Your **Password** must incorporate the following:
 - (1) 1 alphabetic character
 - (2) 1 number or special character
 - (3) At least 8 total characters

Captcha Instructions: To help prevent a third-party access (bot and automated scripts from accessing SmartFind), this process **may** ask you to answer a challenge response question to identify several pictures with a particular item in it. Click on those pictures and checkmarks will appear. After this step, click on the **Verify** button, or it may ask you to click on the **Next** or **Skip** buttons to identify more pictures. After this, you will be logged into SmartFind.

Note: If you forget your Password, click on the "Forget Password?" option beneath the "Submit" button. The SmartFind system will email you a **temporary one-time password** that is valid for **15 minutes only**, allowing you to reset your password.

Please login with your Password (it needs to be at least 8 total characters, including 1 alphabet character, AND 1 number or special character).

All First Time Users: You must register by calling (210)804-7055. You will be asked to enter your Access ID which is your Employee ID without any leading zeros. When asked to enter your PIN, enter your Employee ID **again**. Now, create a numerical PIN at least 6 digits in length.

Employees & Substitutes: To login, enter your Access/User ID (Employee ID) without any leading zeros, then enter your Password.

Unified Talent
SmartFind Express

Access ID

Password

[Forgot Password?](#)

Select all images with a
bus
Click verify once there are none left.

SmartFind Express

Instructions for Setting Up a Profile

To obtain your PIN, you must first register by dialing 804-7055 and follow the instructions on the Quick Reference Card for registration.

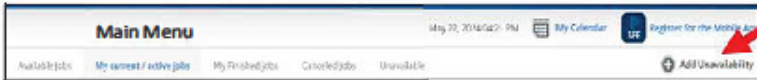
1. Go to www.neisd.net/hr
2. Go to Substitutes section then click on SmartFind
3. Login with your Access ID (same as the Employee ID) and Password
4. To set up your profile (locations, classifications, schedule, etc.) go to the top right-hand corner of the screen, find the blue circle with your initials and click it. Select the *Settings* option.
5. Next, click on each of the tabs to edit, as needed (schedule, notifications, locations, classifications and personal)

Note: Keep in mind that you must wait 24 hours after completing your Smart Find login to view any available assignments once registered on the computer.

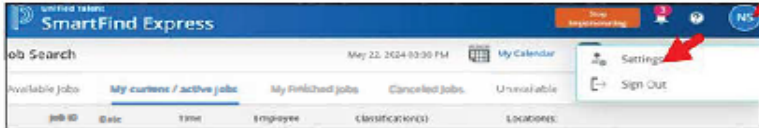
1. 

2. 

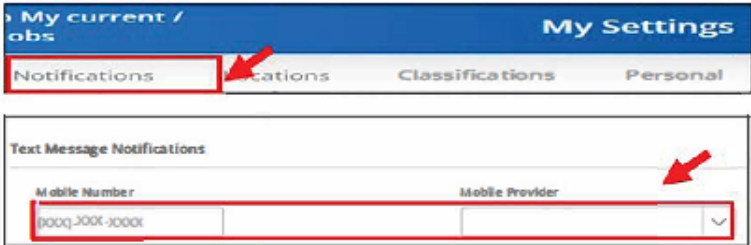
Click on SmartFind to take you to the website.

3. 

If you need to add unavailable work days, click here.

4. 

Once login: Click on your initials to get to settings.
Then click on Settings to view the menu.

5. 

In your settings you will be able to view a menu.

Notifications: Add mobile number and provider to receive texts.

Locations: Choose campuses you prefer to substitute for.

Classifications: Preferred subjects or clerical positions.

Personal: To edit profile.

6. 

You may download the SmartFind Express Mobile App on your cellphone.

Mobile App District Code: **XLRQ**

Substitute Quick Reference Card

SmartFind Express

System Phone Number: **804-7055**

Substitute Office/HR: (210) 407-0475 or (210) 407-0476 | Mon – Fri | 7:00am to 4:45pm

Access (Employee) ID: _____ **PIN & Password:** _____

Web Site: www.neisd.net/hr (Go to Substitutes section then click SmartFind)

Telephone Access Instructions

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30am and continues until jobs are assigned	6:00pm – 10:00pm
Saturday	None	3:00pm – 10:00pm
Sunday	None	3:00pm – 10:00pm
Holidays	None	3:00pm – 10:00pm

CANCELLATION REASONS:

- | | |
|-----------------------------------|-----------------------|
| 1. Personal Illness | 7. Personal Emergency |
| 2. Family Illness | 8. School/Class |
| 3. Car or Transportation Problems | 9. Jury Duty |
| 4. Another Job | 10. Accepted in Error |
| 5. Job Interview | 11. Operator Cancel |
| 6. Death in the Family | |

Before any features are available, you must register with the system and create a PIN. The Access ID (Employee ID) and PIN are used for interactions using the phone.

REGISTRATION:

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN, followed by the star (*) key
3. Record your name, followed by the star (*) key
4. Hear your callback number. Correct if necessary
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length, followed by the star key

TELEPHONE ACCESS INSTRUCTIONS

- Enter your **Access ID**, followed by the star (*) key
- Enter your **PIN**, followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER:

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and hang-up
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason, followed by the star (*) key or wait for a list of reasons
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason followed by the star (*) key or wait for a list of reasons
PRESS 1 to Accept
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION:

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS:

- 1 – Review or Cancel Assignments
- 2 – Hear Available Jobs
- 3 – Change your Callback Number
- 4 – Review or Modify Temporary Do Not Call Time
- 5 – Review or Modify Unavailability Dates
- 6 – Review or Modify Daily Availability
- 7 – Change PIN or Re-record Name
- 9 – Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS:

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the star (*) key)

HEAR AVAILABLE JOBS:

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
2. If you **pressed 3** to Decline assignment
Enter decline reason followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER:

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.

TO CHANGE PIN OR RE-RECORD NAME:

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

Web Browser Access Instructions

SIGN IN:

Open your web browser and access the SmartFind Express Sign In page. Enter your Access ID and PIN. You will be prompted to create a new password. Follow the New Password Requirements to create a password. After login using Access ID/Password you will be prompted to validate your email address and callback number.

FORGOT PASSWORD:

The “Forgot Password?” link supports users who want to log into the system but have forgotten their Password. When this link is selected, the system displays the Password Reminder Request page. The user’s Access ID must be entered on this page. Instructions will be sent to the email address on your profile.

Note: *You must be registered with the system to use this option.*

PROFILE:

- **Personal Information** – Review profile status, email address and phone number, change your password or PIN, review callback number, specify a Do Not Call time, if needed and activate SMS Text Notifications if district allows.
- **My Acknowledge Notifications** – Review Notification Acknowledgements
- **Notification Preferences** – Select your Notification Preferences

SCHEDULE:

- **General**
 - Modify an Availability Schedule
 - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
 - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above
- **Temporary Do Not Call**
 - Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
 - Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.
- **Classifications and Locations**
 - Review classifications and locations you have chosen for assignments
- **Unavail Dates Tab**
 - Create Unavailability Schedule
 - Select the *New* button
 - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
 - Select the *All Day* check box or enter the time range in HH:MM AM or PM format
 - Select the *Call for Future Assignments* checkbox if during the unavailable time period entered, you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
- **Sub Auto Accept – if enabled by the district**
 - Select different criteria to determine which jobs you would like to accept automatically.
 - You will not receive a phone call.
 - An email must be included in your profile to receive confirmation of the accepted job.

AVAILABLE JOBS:

Choose the **Available Jobs** link to view and accept assignments.

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
 - Press the *Search* button to display the list of jobs
 - Press the *Details* link to view the job details. Review the specifics and choose one of the following:
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - Select the *Return to List* button to return to the job listing
-

REVIEW ASSIGNMENTS:

Choose the **Review Assignments** link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
 - Search for assignments
 - Press the *Search* button to display the list of assigned jobs
 - Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the drop- down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.
-

SIGN OUT AND WEB BROWSER INFORMATION:

At any time during the session, the *Sign Out* link can be pressed to end the session and disconnect from SmartFind Express. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind Express.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind Express and close the browser when you finish with your session. You can click the Help link to access Help Guides and How-To videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens.

Navigation buttons are on the bottom of SmartFind Express screens, such as the *Return to List* and *Continue* buttons.