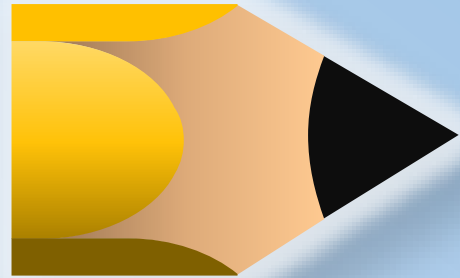
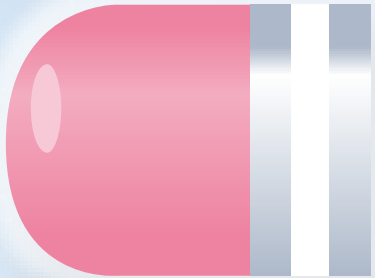


SAN FELIPE DEL RIO CISD

SUBSTITUTE TEACHER ORIENTATION



PREPARED BY: HUMAN RESOURCES

BOARD OF TRUSTEES



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Aidee Garcia, Chief Human Resources Officer, Yanakany Valdez Chief Financial Officer,
Jorge L. Garza, Ed. D., Chief Student Services, Aida V. Gomez, Chief Instructional Officer, Duane Maldonado, Chief of Police,
Les Hayenga, Chief Technology Officer, Sandra Hernandez, Administrative Director

FOREWARD

Congratulations! Welcome to the staff of San Felipe Del Rio Consolidated School District. Substitute teaching is an important educational component in our school district. Our principals, teachers, parents, and students value a good substitute teacher.

- [Substitute Teacher Handbook](#)
- Skilled Substitute Teacher
- [Aesop](#)
- Professionalism
- [Educators' Code of Ethics](#)



Aidee G. Garcia
Chief Human Resources Officer



Overview of Substitute Handbook

- Classroom Management
- [Employee Handbook](http://www.sfdr-cisd.org) – www.sfdr-cisd.org
- [Student Handbook](#) and [Code of Conduct](#)
- [School Board Policies – District](#)
- [STEDI Website](#)

Certification

Overview of Emergency Procedures



.Emergency Situations

.Evacuations

Policy Review



Topics

[Employee Welfare: Sexual Harassment](#) - [DIA\(Legal\)](#) [DIA\(Local\)](#)

[Student Welfare: Sexual Harassment](#) – [FFH\(Legal\)](#)

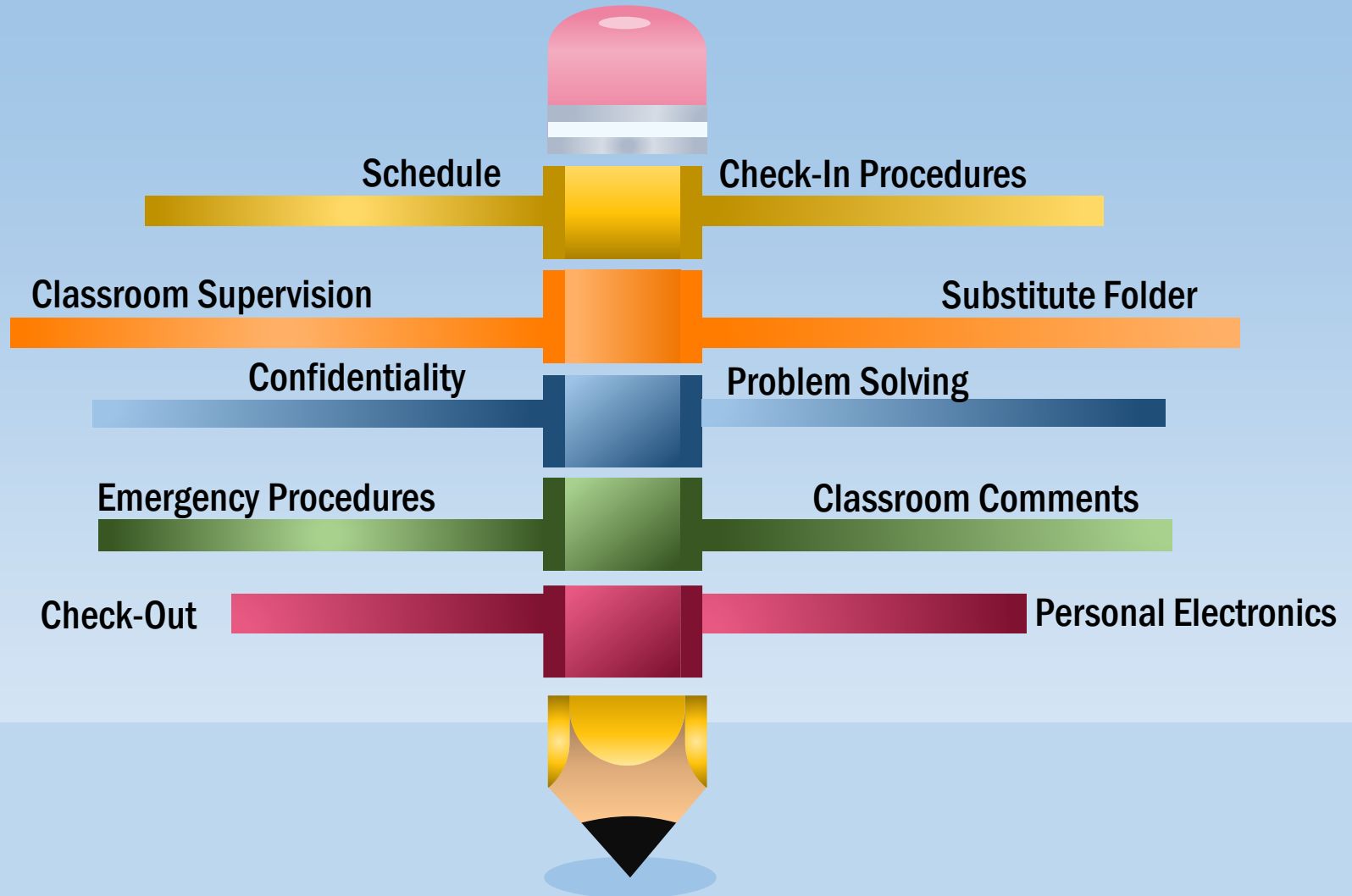
[Employee Standards of Conduct](#) – [DH\(Legal\)](#) [DH\(Local\)](#) [DH\(Exhibit\)](#)

[Student Welfare: Child Abuse and Neglect](#) – [FFG\(Legal\)](#) [FFG\(Exhibit\)](#)

SUBSTITUTE TEACHER JOB DESCRIPTION

- 
- Primary Purpose
 - Qualifications
 - Special Knowledge/Skills
 - Experience
 - Major Responsibilities & Duties
 - Student Growth & Development
 - Classroom Management and Organization
 - Communication
 - Professional Growth and Development
 - Supervisory Responsibilities
 - Mental Demands/ Physical Demands/ Environmental Factors

Responsibilities of The Substitute Teacher



AESOP GENERAL INFORMATION

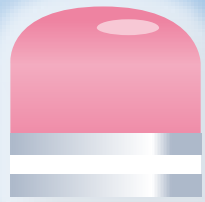
**WEB
MANAGEMENT**

**CANCELING
ASSIGNMENTS**

COMMITMENT



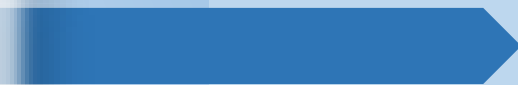
SUBSTITUTE CHECKLIST



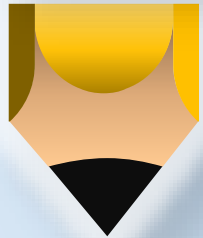
At Home



In the Classroom



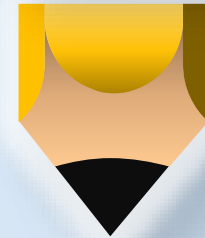
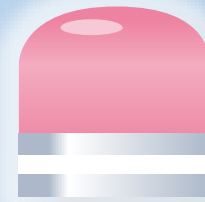
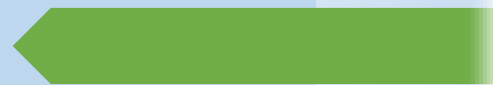
At the end of the Day



Prior to Entering Classroom



Throughout the Day

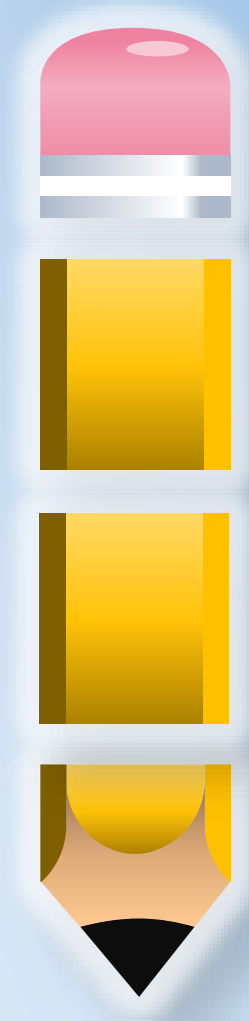


DISCIPLINE

- . Respect
- . Classroom Guidelines
- . Ask for Help
- . Written Report
- . Referrals

Ten Variables That Affect Compliance

- . Descriptive Request
- . Start Request vs. Stop Request
- . Question format vs. Direct Request
- . Two Requests
- . Distance
- . Eye Contact
- . Loudness of Request
- . Time
- . Neutral vs. Emotional Request
- . Reinforce Compliance



Pay Schedule

Absences requiring a substitute more than four hours are considered a full day. However, the full daily rate will be paid ONLY IF SUBSTITUTE REMAINS AT THE CAMPUS UNTIL THE END OF THE WORK DAY AND PERFORMS DUTIES ASSIGNED BY THE ADMINISTRATION. Absences requiring a substitute for four hours or less are considered half-day assignments and will be paid one-half of the daily rate. The Board of Trustees approves the rates of pay as a part of the annual budget process.



SUBSTITUTE PAY SCALE

TEACHER	0-59 COLLEGE SEMESTER HOURS	\$58.00
	60+ COLLEGE SEMESTER HOURS	\$71.00
	BACHELOR'S OR MASTER'S DEGREE	\$85.00
LONG TERM	FOUR YEAR DEGREE/LICENSED AT LEVEL AND TEXAS CERTIFIED, BUT NOT IN AREA ASSIGNED	\$110.00
AFTER 6 CONSECUTIVE DAYS FOR THE SAME INSTRUCTOR, THE RATE INCREASES	FOUR YEAR DEGREE/LICENSED AT LEVEL AND TEXAS CERTIFIED IN AREA ASSIGNED (INCLUDING CTE TEACHER DUE WORK EXPERIENCE)	\$175.00



**Substitute Hints &
Suggestions**



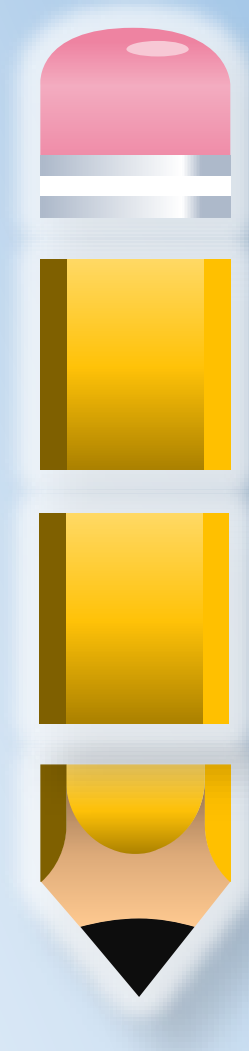
San Felipe Del RIO C.I.S.D.

Equal Opportunity Policy Statement

It is the policy of SFDRCSID not to discriminate on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law in its programs, services or activities as required by Title VI of the Civil Rights Act of 1974, as amended; Title IX of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.

SFDRCSID will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all Educational and Career and Technology Education programs.

For more information about your rights or grievance procedures, contact the Administrative Director, Sandra Hernandez at SPC Building, 315 Griner St, Del Rio, Texas 830-778-4001 or the ADA/Section 504 Coordinator, Dr. Diana Aguirre at Annex I, 900 Cantu Road, Del Rio, Texas 830-778-4253



Complete Student
Handbook

