



**Ingram Independent School  
District**

**SUBSTITUTE TEACHER  
HANDBOOK**

**2023 - 2024**

## **Welcome to Ingram Independent School District**

This handbook is prepared for the purpose of providing you with information that will be beneficial to you in your role as a substitute teacher in the Ingram School District. You are viewed as a valued member of the instructional team.

The role of a substitute teacher is a difficult one and it is our desire to assist you in any way possible to have a positive experience as you teach the children of our community. Ingram Independent School District recognizes and appreciates the importance of your work as a substitute to our total instructional program.

We look forward to working with you and incorporating you into our team to provide our students with a successful school year.

## **JOB DESCRIPTION**

**TITLE:** SUBSTITUTE TEACHER

**REPORTS TO:** Principal

**JOB GOAL:** To enable each child to continue the learning process as smoothly and completely as possible in the absence of the regular teacher

### **PERFORMANCE RESPONSIBILITIES:**

1. Reports to the Main Office upon arrival fifteen minutes before the official school opening.
2. Maintains as fully as possible the established routines and procedure of the school and classroom.
3. Teaches the lessons as outlined and prepared by the absent teacher.
4. Consults with the building principal before initiating any teaching or other procedures not specified by the regular teacher.
5. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
6. Writes a note about work completed at the end of each teaching day and leaves it for the regular classroom teacher.
7. Reports to the office at the conclusion of the teaching day and verifies whether or not the substitute will be needed on the next teaching day.
8. Displays tolerance necessary for accepting supervision for and criticism of duty performance.
9. Works in harmony with supervisory and peer personnel.
10. Uses professional information discreetly and judiciously.
11. Supports administrative and Board policy.
12. Represents the school system to the community in a positive, professional way.
13. Maintains a sincere, friendly attitude toward parents and pupils to ensure communication.
14. Performs others duties as may be requested.

**GENERAL INFORMATION**

Substitute List and Notification

1. At the beginning of each school year, Ingram ISD provides Frontline an approved list of substitute teachers. Please keep your information (name, address or phone number) updated throughout the year. Contact the district at 955-8545 if you need assistance with updates.
  
2. Frontline will contact substitutes for absences.

**PAY**

**Daily Rate for Substitutes- Subbing for Classroom Staff**

Based on the Substitutes Level of Education

\$110.00 per day	No Degree
\$120.00 per day	Bachelor's Degree or Higher
\$135.00 per day	Certified

**Daily Rate for Substitutes- Subbing for Office Staff and Nurse**

Based on Position- Not Substitutes Level of Education

\$110 per day	Regardless of Degree
\$120 per day	LVN for Nursing Position
\$130 per day	RN for Nursing Position

**Long Term Subbing for Classroom Staff**

\$110, \$120, \$135 Based on Subs Level of Education	1-10 days
Additional \$10 per day-Regardless of Subs Level of Education	11th day thru end of assignment

## **DRESS CODE FOR PROFESSIONAL STAFF**

1. IISD has a dress code for professional staff and extends its applicability to all substitute employees as well.
2. The dress and grooming of District employees shall be clean, neat, appropriate for their assignment, and consistent with any additional standards established by their supervisors.
3. IISD professional employees shall maintain high standards of professional appearance, thereby reflecting the dignity of the education professional and serving as role models for students.
4. Specific guidelines are as follows:
  - a. By example, professional employee dress and grooming sets a standard for student dress and conduct.
  - b. Blue jeans may be worn on dress down days such as Fridays and any spirit day identified by the principal.
  - c. Visible tattoos must be covered at all times.
  - d. Acceptable piercings include: Women's ears only, all others should be removed.

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

1. Professional Ethics
  - a. The substitute has a professional responsibility even though he/she is not a regular teacher. He/she should use extreme caution in expressing personal reactions and opinions about what he/she sees and hears in the classroom and various schools in which he teaches.
  - b. A substitute should not criticize a regular teacher except to those in authority.
2. General Information
  - a. Upon arriving on campus for a teaching assignment, report to the Main Office. Ask for special instructions such as: extra duties, irregularities in the schedule, and responsibilities as to the lunch period or any changes planned that will affect the usual procedure for the day. Check the teacher's mailbox for any bulletins, messages, or announcements. Personal mail should be left in the mailbox.
  - b. The substitute teacher is expected to perform all the duties of the regular teacher.
  - c. The substitute should stick to the regular routine of the class and should follow the daily class schedule and lesson plans provided by the regular teacher.
  - d. The substitute should keep students engaged and on task throughout the day. Students should not be left unattended at any time.

- e. All materials and equipment should be returned to the proper authority before a substitute leaves campus.
- f. The substitute teacher is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in attire and avoid extremes.
- g. If for any reason the substitute teacher needs to leave the campus before the assignment is over, he/she must sign out and back in upon return.
- h. When individual students cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer the student to the principal or assistant principal with a note explaining the circumstances.
- i. Firm, fair treatment of all students, combined with explicit explanations and directions will preclude many disciplinary problems.

### 3. Campus Safety

- a. Student safety is the responsibility of all employees. It is critical to remain aware and vigilant at all times.
- b. Every classroom has an evacuation map posted. Please become familiar with this and the various drills and note the closest exit.
- c. All visitors must be redirected to the main entrance and office.

**ITM Substitute Teacher Information:**  
**830-955-8546**

1. Please plan to work at the high school from 7:30a.m. to 4p.m. on full days and 7:30a.m. to 12:05p.m. or 12:05p.m. to 4p.m. on ½ days. This will give you plenty of time to sign in and check for roll sheets, lesson plans and see if the teacher you are subbing for has duty. Duty responsibilities are included in your handbook information.
2. Please do not make plans to leave during conference periods or during lunch unless an emergency arises. If the teacher you are substituting for has a 1<sup>st</sup> period conference or a last period conference you must be here at 7:30a.m. and stay until 4p.m. unless otherwise specified by the secretary. There are many times when unexpected coverage is needed in classrooms.
3. You are responsible for taking attendance during each class period. The attendance office will print roll sheets for you. Please go by that office before you go to class. Please sign (your name) and date the roll sheets in black ink. **PLEASE REMEMBER TO GO TO THE ATTENDANCE OFFICE RIGHT AFTER YOU HAVE SIGNED IN TO PICK UP YOUR ROLL SHEETS AND RECEIVE SPECIAL INSTRUCTIONS.**
4. You will receive a key to your classroom when you sign in each day. **PLEASE DO NOT UNDER ANY CIRCUMSTANCES GIVE KEYS TO STUDENTS!** Return them to the secretary at the end of each day.
5. During class please make every effort to keep students in the classroom unless there is an emergency. If a student needs to leave the classroom please fill out a pass.
6. During class please be up and move among the students to make sure they are on task and completing all work left by the teacher. If you do not have lesson plans please contact the office as soon as possible so that we can get something for you to do. Students that are busy are usually less disruptive.
7. Internet access should be limited. You may access the Internet during conferences or lunch but not during class unless instructions left by the teacher require Internet access.
8. Please enforce all school rules. A copy of the student handbook can be accessed at [ingramisd.net](http://ingramisd.net).
9. A copy of the Faculty and Staff Handbook is included. Please read through this handbook and familiarize yourself with the procedures and rules that may affect you and the students in which you are responsible.
10. **PLEASE DO NOT UNDER ANY CIRCUMSTANCES LEAVE STUDENTS UNATTENDED IN A CLASSROOM.** If an emergency arises there is an intercom button that contacts the office or a phone (extension list is included). You may also send a student to the office to ask for help. Immediate assistance will be sent. If you leave the classroom between classes, during break, lunch or conferences please ask students to wait outside and lock the door when you leave.
11. There are days when meals are being served in the workroom for “Fat Friday” or holidays. Please join us for these special occasions for the fun, food and fellowship. This is one more way for us to say “Thank You” for all you do.

We really appreciate your time on behalf of the students of  
Tom Moore Secondary School.  
Thank You So Much.

**IMS Substitute Teacher Information:**  
**830-955-8548**

1. Plan to work from 7:30a.m. to 4p.m. on full days assignment. A half day assignment is either 7:30a.m. to 12:05p.m. or 12:05p.m. to 4p.m. Do not make plans to leave during conference periods (even 1<sup>st</sup> or 8<sup>th</sup> period) or during lunch unless an emergency occurs. There are many times unexpected coverage is needed in classrooms. In case of an emergency, see the administration.
2. Park in the gravel parking lot above the main building, next to the portables. We leave parking in front of the main office for our guests that arrive throughout the day. Enter the main entrance of the school by the office.
3. Report to the secretary (or principal if needed) in the main office and sign in. The substitute sign-in binder is located on the bookshelf to your right as you enter the office. You will receive your classroom key and your substitute lanyard. Put on your substitute lanyard to notify others that you are supposed to be on campus. Keys should never be given to a student and need to be returned at the end of your day when you sign out.
4. Check the teacher's mailbox for information that might need to be disseminated throughout the day. You will find the teacher's instructions, class rosters, and information regarding possible duties on the teacher's desk.
5. For attendance, use the printed rosters for official attendance documentation. Please be very careful when marking on these rosters and ensure the document correctly reflects the students present. Legibly, in black ink, sign your name and write the date on the roster. The absent teacher should have left names of students that are class runners, in times of absence, to take the attendance to the front office.
6. Maintain, as fully as possible, the established routines and procedures of the school and classroom. Teach the lessons outlined and prepared by the absent teacher. All technology usage has to be monitored. Supervision of students throughout the entire period is a non-negotiable. Do not leave the class unattended at any time. Every classroom is equipped with a phone, dial extension 200, 201, or 202 if an emergency arises. If you leave the classroom between classes, during break, lunch or conferences please ask students to wait outside and lock the door when you leave.
7. Please write a report to the teacher on any unusual situations that arise.
8. There are days when meals are being served in the workroom for "Wide Wednesday", PTO appreciation, or holiday happenings. Please join us for the fun, food, and fellowship. This is one more way for us to say "Thank You" for all you do.
9. Return to the main office at the end of your day to return the lanyard, classroom key, and sign-out. If you have any feedback regarding your classes or experience, please see the principal before you leave campus.

Thank you for choosing to sub at Ingram Middle School.



**IES Substitute Teacher Information:**  
**830-955-8547**

1. Park in the large parking lot adjacent to the gym. We leave parking in front of the main office for our guests that arrive throughout the day. Enter the main entrance of the school by the office.
2. Arrive at school by 7:35 a.m. if you are teaching a full day. If you are teaching a partial day, report to the office 20 minutes before you are scheduled to teach.
3. Report to the principal or secretary in the main office and sign in. The red substitute sign-in binder is located on the counter in the office. Receive a substitute badge to notify others that you are supposed to be on campus.
4. Check the teacher's mailbox for information that might need to be disseminated throughout the day.
5. Attendance: Place attendance cards of absent students outside the classroom door by 8:30a.m. Use the computerized roster that has been printed for you for the official attendance documentation. Please be very careful when marking on these rosters, and then send a student to deliver them to the office. Also, send any notes brought in by students for prior absences.
6. Maintain as fully as possible the established routines and procedures of the school and classroom. Teach the lessons outlined and prepared by the absent teacher. Supervise students throughout the entire day.
7. Please write a report to the teacher on any unusual situations that arise.
8. Return to the main office at the end of the day to verify whether or not you are needed for the next day.
9. The teaching day is 7:50a.m. – 3:30p.m.