CONROE INDEPENDENT SCHOOL DISTRICT

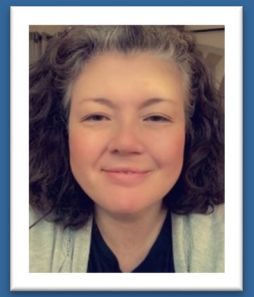
SUBSTITUTE New Hire ORIENTATION 2021-22

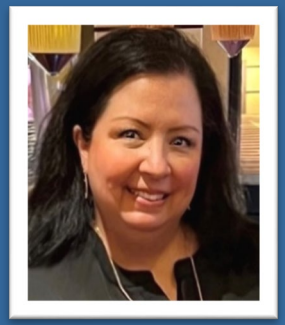
Substitute Office

Laurene Wistner, Substitute Manager

Jennifer Picazo, Substitute Specialist

Michelle Lindley, Substitute Specialist





Monday – Friday: 8:00 a.m. – 4:30 p.m.

substitutes@conroeisd.net

When Can You Start Working?

You HAVE BEEN HIRED as of the day you attend a new hire session, but it may take a few days to get your profile activated.

In 3-5 business days AFTER you attend a new hire meeting, you will receive two Frontline emails to access your account.

Types of Assignments

- **Full Days**
- **Half Days (half the full day rate)**

- **Paid by the job assignment**
  1. **Certified Substitute Teacher** ONLY TEACHER JOBS
  2. **Paraprofessional (Para) Substitute** ONLY PARAPROFESSIONAL JOBS

  3. **Non-Certified Substitute Teacher**
     - Can work as NON-CERTIFIED TEACHER AND/OR PARAPROFESSIONAL
     - Paid by the **job type** (if you take a para job, you get para pay)

  4. **Cafeteria Subs** (Hired but not managed by our office)

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Substitute Pay Rates

	Daily Rate	Monday/Friday
Texas Certified Teacher Substitute*	$115	$125
Non-Certified Teacher Substitute*	$105	$115
Certified Teacher-Tutor	*$95*	*$95*
Non-Certified Teacher Tutor	*$85*	*$85*
Substitute Aide (Paraprofessional)	**$70**	**$70**
Substitute RN	**$120**	**$130**
Substitute LVN	**$85**	**$95**

**Long-Term Assignments: 10 or more consecutive work days

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Payroll Dates

Watch for Web Alerts!

Pay is by direct deposit only
(pg. 7)

	Pay Period			Pay Date	# of Days
1	7/24/2022	-	8/6/2022	9/1/22	10
2	8/7/2022	-	8/20/2022	9/15/22	10
3	8/21/2022	-	9/3/2022	9/30/22	10
4	9/4/2022	-	9/17/2022	10/14/22	9
5	9/18/2022	-	10/1/2022	11/1/22	10
6	10/2/2022	-	10/15/2022	11/15/22	9
7	10/16/2022	-	10/29/2022	12/1/22	10
8	10/30/2022	-	11/12/2022	12/7/22	10
9	11/13/2022	-	11/26/2022	12/14/22	5
10	11/27/2022	-	12/10/2022	1/13/23	10
11	12/11/2022	-	12/31/2022	2/1/23	5
12	1/1/2023	-	1/21/2023	2/15/23	13
13	1/22/2023	-	2/4/2023	3/1/23	10
14	2/5/2023	-	2/18/2023	3/9/23	10
15	2/19/2023	-	3/4/2023	3/31/23	9

Pg. 42 of the Substitute Handbook

How Can I Get Jobs?

<u>On Frontline Absence Management</u>

- Understand how to use the system (desktop, app & phone)
- Select your **preferred schools**!

<u>On Campus</u>

- **Advertise** – use social media and let people know
- Have teachers & staff remember you for the RIGHT reasons
  - Follow-up after assignments
  - **Preferred** Subs – campus list / **Teachers** – favorite five
  - **Long-Term** Subs

Know where you're going!

Update 22023 Map!!!

- Rice Elementary
- Ride Elementary

- Wilkinson Elementary
- Wilkerson Intermediate

Always confirm the morning of your assignment.

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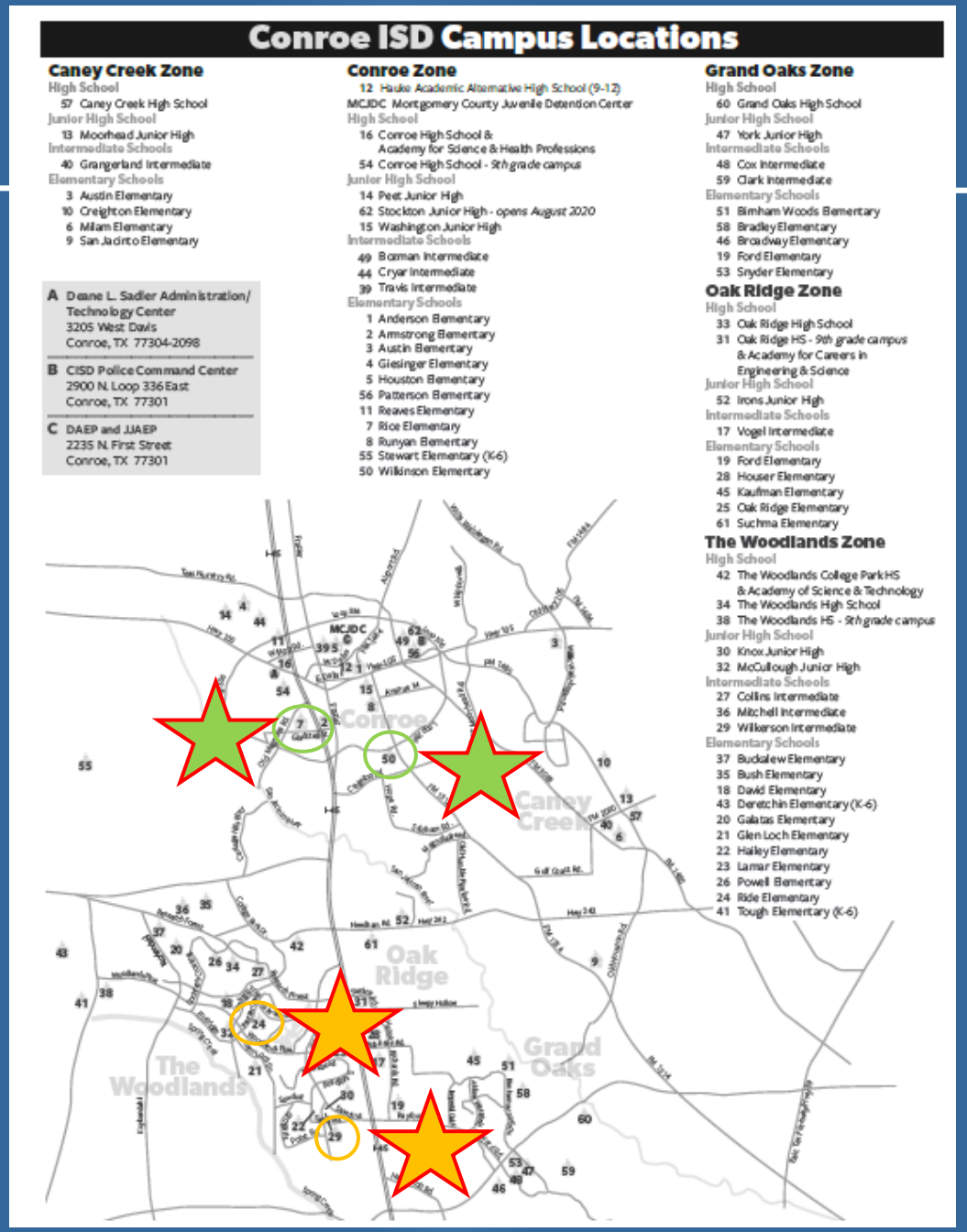
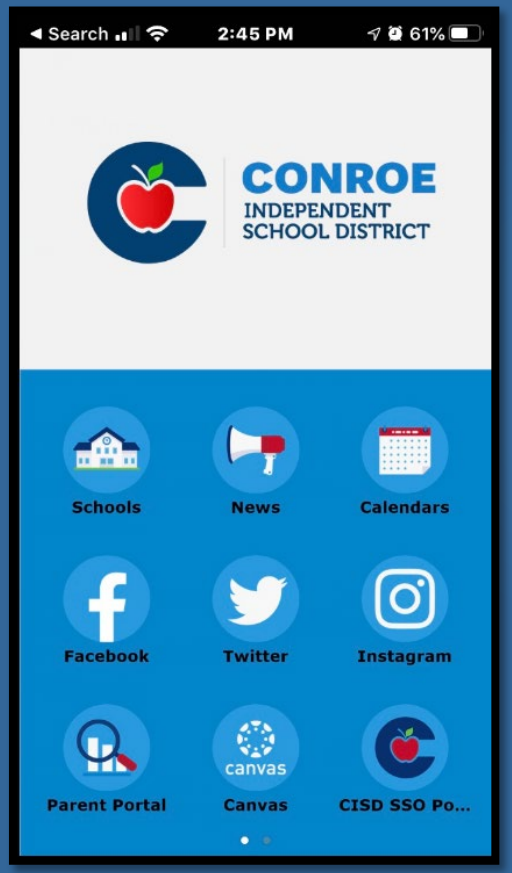
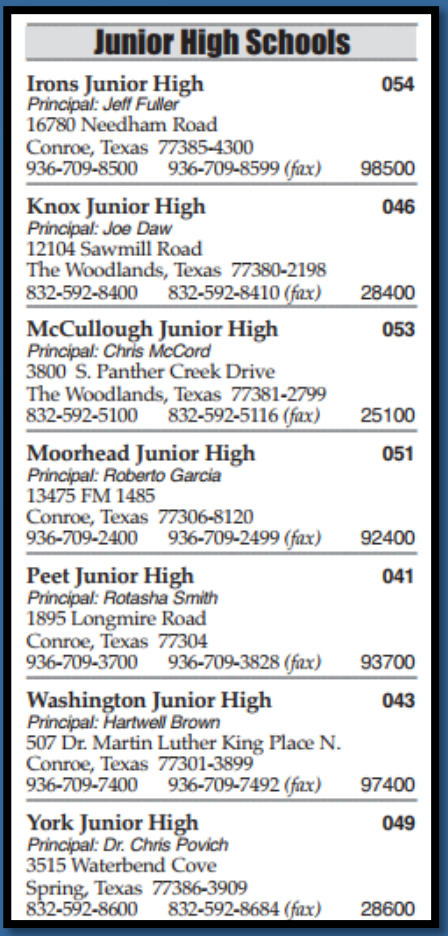


Campus Directory

- **Conroe ISD App**
  - ✓ App Store or Google Play
- **Substitute Handbook**
  - ✓ P. 36-38
  - ✓ Contact information





Junior High Schools

Irons Junior High 054
Principal: Jeff Fuller
16780 Needham Road
Conroe, Texas 77385-4300
936-709-8500 936-709-8599 *(fax)* 98500

Knox Junior High 046
Principal: Joe Daw
12104 Sawmill Road
The Woodlands, Texas 77380-2198
832-592-8400 832-592-8410 *(fax)* 28400

McCullough Junior High 053
Principal: Chris McCord
3800 S. Panther Creek Drive
The Woodlands, Texas 77381-2799
832-592-5100 832-592-5116 *(fax)* 25100

Moorhead Junior High 051
Principal: Roberto Garcia
13475 FM 1485
Conroe, Texas 77306-8120
936-709-2400 936-709-2499 *(fax)* 92400

Peet Junior High 041
Principal: Rotasha Smith
1895 Longmire Road
Conroe, Texas 77304
936-709-3700 936-709-3828 *(fax)* 93700

Washington Junior High 043
Principal: Hartwell Brown
507 Dr. Martin Luther King Place N.
Conroe, Texas 77301-3899
936-709-7400 936-709-7492 *(fax)* 97400

York Junior High 049
Principal: Dr. Chris Povich
3515 Waterbend Cove
Spring, Texas 77386-3909
832-592-8600 832-592-8684 *(fax)* 28600

School Hours

Senior High – 6:50 a.m. – 2:50 p.m.

Campus hours are 7am – 3pm: Sub report times are above)

Junior High – 8:15 a.m. – 4:15 p.m.

Intermediate – 8:15 a.m. – 4:15 p.m.

Elementary – 7:30 a.m. – 3:30 p.m.

Some school may modify their times –

always verify

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Working as a Substitute

Contact campus FIRST

- If you will be late or must cancel
- Questions about positions

Know where to go **BEFORE** you arrive

- Where is the school?
- Unassigned/Visitor Parking or Faculty Parking

Arrive early and check in

- SIGN IN with the Front Office
- Substitute Folder

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Daily Schedule and Routine

Be flexible!

- Campus may reassign you according to need

Late cancellation by employee

- **Can be <u>within 30 minutes</u> of job start time**
- School will try to find another assignment
- If not cancelled, <u>may</u> be paid for half day if campus error but not if alternative job refused

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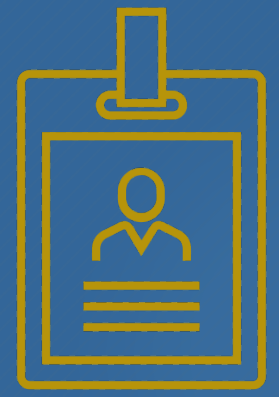
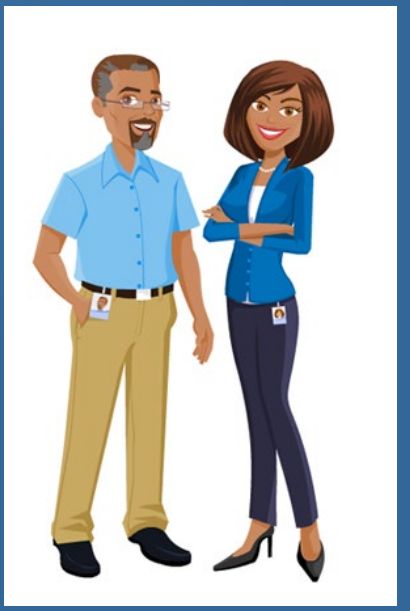
Daily Schedule and Routine



Dress professionally

- Business casual, appropriate footwear
  - Must follow school dress codes
  - When in doubt, please dress for an "interview"
- Name badge – displayed clearly at ALL times
  - Driver's license is NOT acceptable
- Contact our office if lost or damaged



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In The Classroom

Lesson Plans

- You are NOT responsible for developing curriculum
- **You ARE responsible for delivering it!**

Conference/Planning Periods

- Subs do not have planning periods – you will have other duties
- Teachers have extra duties (bus, lunch, etc.)
  - These are part of your job responsibilities
- Only within Absence Management hours
- You MUST stay through your assignment and end-time
  - DO NOT leave campus
  - **DO NOT leave the room unattended – ever**

p. 8-11

Social Media / Electronic Media

Electronic Devices in the Classroom

- Do not use your cell phone, computer, or game device
- Do not use media other than specified in lesson plans
  - ONLY what teacher has reviewed!!!

CISD has blocked a number of social media sites

- Do not "friend" students or accept "friend" requests
- Do not photograph or videotape students or staff

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Student Interaction

Treat Students with Mutual Respect

- You are there to teach, not to parent
- Refrain from physical contact
- Never humiliate or embarrass a student in front of others
- Do not single out students
- Do not share religious, political or moral beliefs
- ***Do not leave students unattended – ever!***

Threat of Harm

- If a student indicates that they are going to hurt themselves or hurt someone else, notify an administrator as soon as possible and prior to the student leaving campus.

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Classroom Management

Get off to a positive start from the beginning.

- Arrive early to familiarize yourself with classroom, school rules, etc.
- Explain your expectations and what they can expect from you.
  - i.e. Expectations are this: My name is ######, and I am filling in for [teacher] today. I'll be leaving feedback for your teacher to fill them in on anything that goes on. I'd love to be able to tell them what a great class this is, so let's work together on that and follow the rules for your class. [non-confrontational, encourage positive behavior]
- Greet students.
- Take attendance.
- Stick to the lesson plans.
- Remain calm, pleasant and positive.
- Have a "Sub Bag/Sub Kit"

p. 9 – 12

Sub Kit

Having some items always to make your life easier

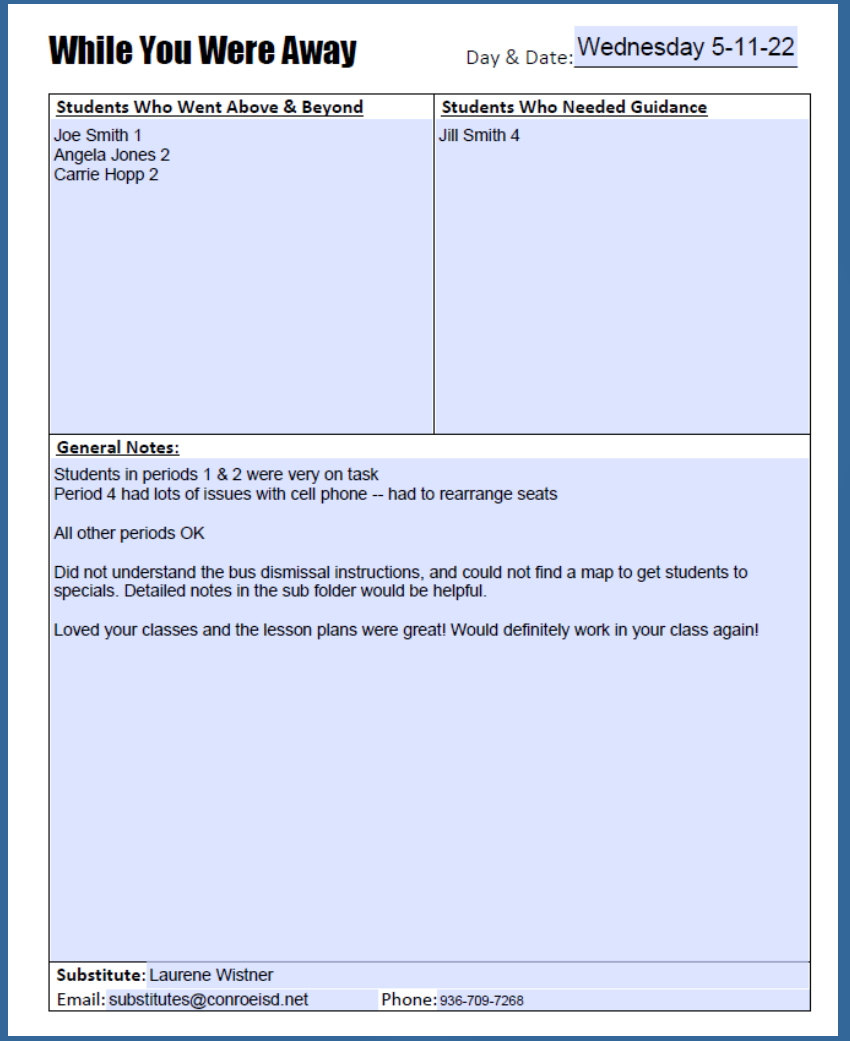
- Jacket/sweater
- ID Badge and lanyard
- Lunch and water
- Notebook and pens/pencils
- Folder to collect campus materials
- Business cards
- Emergency activities and stickers
  - www.teacherspayteachers.com (FREE resources)
  - Choice Boards
- DIY white board
- Note: Personal items – DO NOT SHARE food, meds, etc.

p. 9 – 12

Avoid Conflicts and Stay in Control

Classroom Management

- Do not provoke defensiveness (watch sarcasm)
- Avoid unregulated downtime
- Avoid power struggles
- Attack the problem not the student – YOU are the adult
- Pause the lesson
- "Three Strikes" on the Board
- "While You Were Away" sheet
- Take a picture, leave the sheet



While You Were Away Day & Date: Wednesday 5-11-22

Students Who Went Above & Beyond	Students Who Needed Guidance
Joe Smith 1 Angela Jones 2 Carrie Hopp 2	Jill Smith 4

General Notes:

Students in periods 1 & 2 were very on task
Period 4 had lots of issues with cell phone -- had to rearrange seats

All other periods OK

Did not understand the bus dismissal instructions, and could not find a map to get students to specials. Detailed notes in the sub folder would be helpful.

Loved your classes and the lesson plans were great! Would definitely work in your class again!

Substitute: Laurene Wistner
Email: substitutes@conroeisd.net Phone: 936-709-7268

Additional Training

Conroe ISD

- Classroom Management Supplemental

Substitute Training

- STEDI (stedi.org) = Substitute Teaching Division
  - https://stedi.org/handbook-activities/
  - Some free and some paid online training – NOT reimbursed
- Other paid and free training options online

Emergency Operations Procedures

Safety in the Classroom

- Review the Substitute Handbook for the "**Conroe ISD School Emergency Guide**"
- Find the Black Binder and/or the Red Backpack
- Find building layout

Bad Weather or School Closures

- CISD will alert you!
  - Conroe ISD app
  - CISD website
  - Texts and emails
  - STAY HOME!

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Substitute Handbook Requirements

Formal evaluations are not conducted, but serious or repeated performance concerns may result in deactivation or removal.

- Last-minute cancellations
- Repeated tardiness, leaving assignment early
- No shows without notifying the school in advance
- Not following lesson plans
- Unprofessional behavior
- **Holding assignments and dropping last minute**

Exclusion from campus OR separation as a substitute can result.

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Vector Solutions Training (Formerly SafeSchools)

- **You can work as soon as you receive Frontline Access!**
  - You do not have to complete Vector Solutions to start working
  - You **DO** have to complete Vector Solutions by the deadline to stay active

- **Vector Solutions** *(Formerly SafeSchools)* is a series of online safety courses
  - **Due 60 days after your Hire Date**
  - Not completing within 60 days means you will be deactivated
  - Uploads for Vector Solutions are on Mondays ONLY
  - Safe Schools is due EVERY YEAR – for returning employees the deadline will be the last workday in October

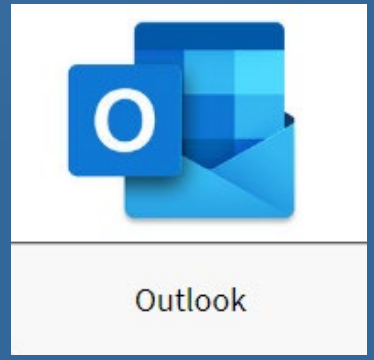
Email

Personal Email

- Primary communication for Sub Office
- **Update ASAP**

District Email

- Use when on campus or Outlook app
- School/District communication
- Can forward to personal email
- You should login every 30 days to stay active



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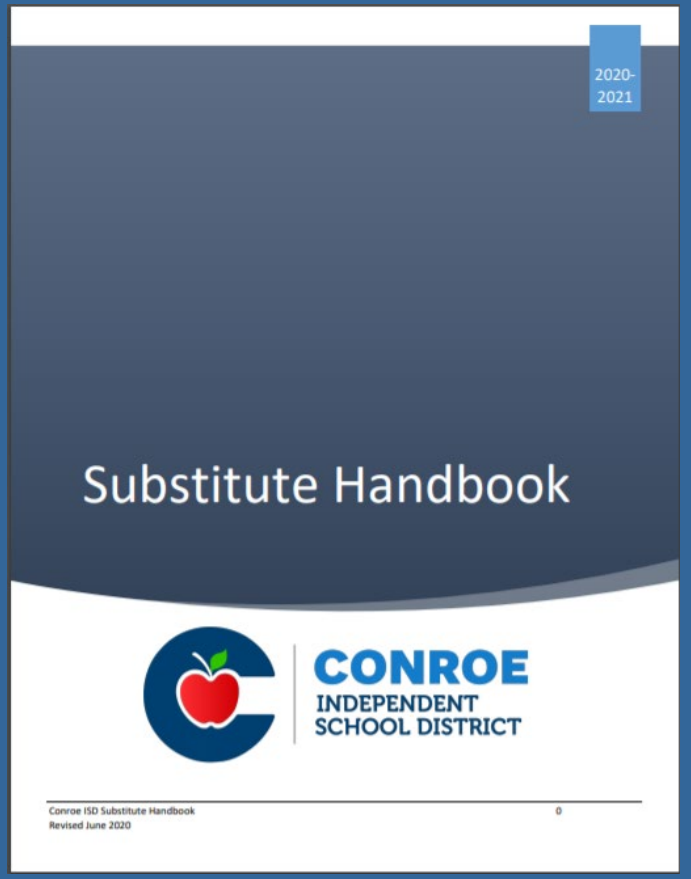
Substitute Website

www.conroeisd.net > Careers > Substitutes

CISD Substitute Handbook

- **CISD Substitute webpage**
  - www.conroeisd.net > Careers > Substitutes
- FAQs
- Pay Schedule
- Campus maps and information
- Required for Vector Solutions Training



Maintaining Active Status

1. Fulfill a minimum **(6) six full day assignments***
   - ✓ **3 Days if hired after January***
   - ✓ Before April 30th *(Don't wait until the last minute!)*
   - ✓ Recommended 3 per semester (finish early!)
   - ✓ 1 full day assignment = 2 half-day assignments
2. Complete **Vector Solutions Training** (within 60 days)
3. Complete **Benefits Waiver** or select (within 30 days)
4. Sign 2022-23 **Letter of Reasonable Assurance**
   - ✓ Will be sent in mid-May IF all requirements met
   - ✓ Not signing is declining the position = inactive 1 year

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FICA Alternative

Conroe ISD does not deduct for social security. The 457 FICA Alternative program has been established for temporary and part-time employees who are not eligible for TRS membership. The deduction is 6.2 percent of gross pay and is pre-tax. Questions regarding the 457-FICA Alternative Plan may be directed to the administrator, TCG Administrators:
Toll Free: 800.943.9179 Fax: 888.989.9247
Email: 457@tcgservices.com
www.tcgservices.com

If there have been no contributions to the account for two (2) years and the account balance is less than $5,000, the employee may be able to request a distribution.

TCG ADMINISTRATORS

457(b) FICA Alternative Plan and Trust

What is a 457(b) FICA Alternative?

The Omnibus Budget Reconciliation Act of 1990 (OBRA 90) mandates that employees of public agencies, including school districts who are not members of the employer's existing retirement system as of January 1, 1992, be covered under Social Security or a qualifying alternate plan. The 457(b) FICA Alternative Plan satisfies federal requirements and provides substantial cost savings compared to Social Security.

Benefits of Contributing to a 457(b) FICA Alternative Plan

- Bridge your retirement income gap
- Lower your taxes
- Automatic savings via payroll deductions

Important Points About Your 457(b) FICA Alternative

Eligibility: An employee is required to participate in the FICA Alternative Plan if they meet one of the eligibility requirements listed below.

- Part-time (20 hours or less per week)
- Seasonal (five months or less per year)
- Temporary (contract of two years or less in duration)
- Not covered by TRS in a position otherwise covered by TRS

Contributions: Social Security requires that the equivalent of 12.4% of an employee's salary be contributed each month (6.2% employee, 6.2% employer). However, the FICA Alternative Plan requires only a 7.5% contribution to a retirement account. The deferrals are made on a "pretax" basis, unlike Social Security, which are made on an "after-tax" basis.

Investments: The FICA Alternative investment portfolio is selected by the employer and directly overseen by an Investment Advisory Committee. The portfolio is comprised of a broad range of stock and bond mutual funds, as well as individual bonds typically held to maturity. The portfolio is periodically adjusted to adapt to changing market conditions. You can view the investments as of the end of each calendar quarter and the asset performance data for the quarter, year to date and other time periods on the www.tcgservices.com website.

Distributions: The employee or their beneficiary will receive the FICA Alternative Plan account balance when an employee becomes eligible for a distribution for any of the following reasons:

- Termination of Employment
- Permanent and Total Disability
- Death
- Retirement
- Changed employment status to a position covered by another retirement system (e.g., TRS)

If there have been no contributions to the account for two (2) years and the account balance is less than $5,000, the employee may be able to request a distribution.

Toll Free: 800.943.9179 Fax: 888.989.9247
Email: 457@tcgservices.com
www.tcgservices.com
900 S Capital of Texas Hwy, Suite 350
Austin, TX 78746

(cont. on back)

FICAAlt 10/2020

Ethics Point

Conroe ISD has selected **EthicsPoint** to provide you with simple, risk-free ways to anonymously and confidentially report activities that may involve inappropriate behavior in violation of Conroe ISD's policies.

Three easy ways to report from anywhere:

1. CISD website under *"Employees"*
   Click on the ep icon
2. Public Internet
   Go to www.ethicspoint.com
3. Toll-free call
   Call 1-866-294-9305

TRS Retirees & Nurses

TRS Retiree

Did you retire from a **TRS position** after **September 1, 2005?**

- Please stay after the meeting to discuss TRS Hours and how working in vacancy positions can affect surcharge subs.
- Please see the TEA EAR limits attachment that will be given at the hiring meeting – this is also available online and will be emailed to you. ALWAYS be aware if you accept a vacancy position (no employee attached) as this can impact your annuity!
- Jane (S) Doe = surcharge sub

Nurse

- Must be in contact with Health Services (Barbara Robertson)
- Must complete 2-days of training before activation (letter)

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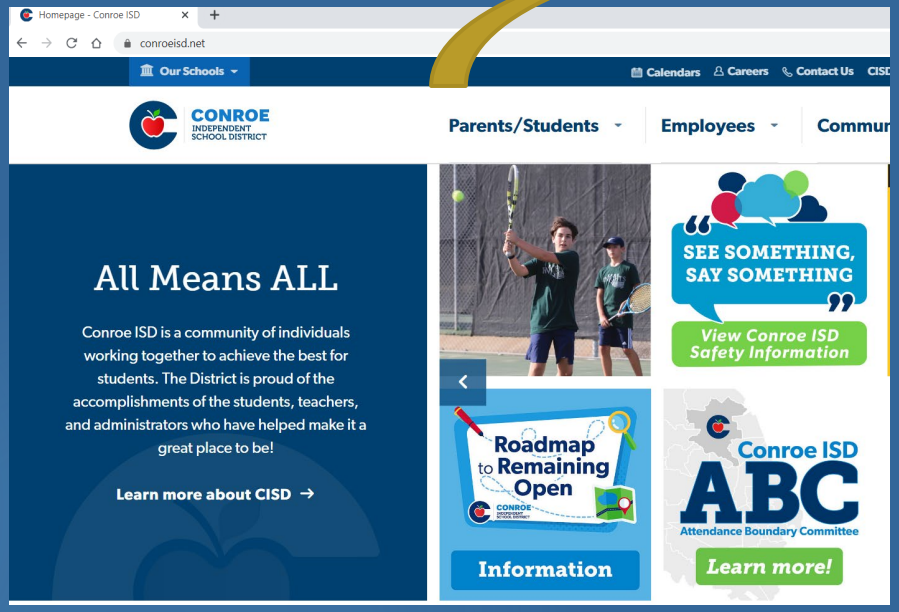
Welcome to Conroe ISD…



…and **Thank You** for supporting our students!

Please stayed tuned –

How to Access and Use Frontline Benefits Information