



CONROE
INDEPENDENT
SCHOOL DISTRICT

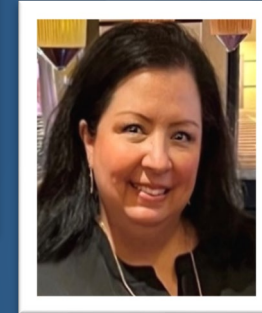
SUBSTITUTE New Hire **ORIENTATION 2023-2024**

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

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)



Substitute Pay Rates

	<u>Daily Rate</u>	<u>Monday/Friday</u>
○ TEA Certified Teacher Substitute	\$115	\$125
○ Non-Certified Teacher Substitute	\$105	\$115
✓ Teacher-Tutor (Certified)	\$95	\$95
✓ Teacher Tutor (Non-Certified)	\$85	\$85
○ Substitute Aide (Paraprofessional)	\$80	\$80
○ Substitute RN	\$120	\$130
○ Substitute LVN	\$85	\$95

*As of June
2023:
information
may change
through the
year.*



p. 5-6

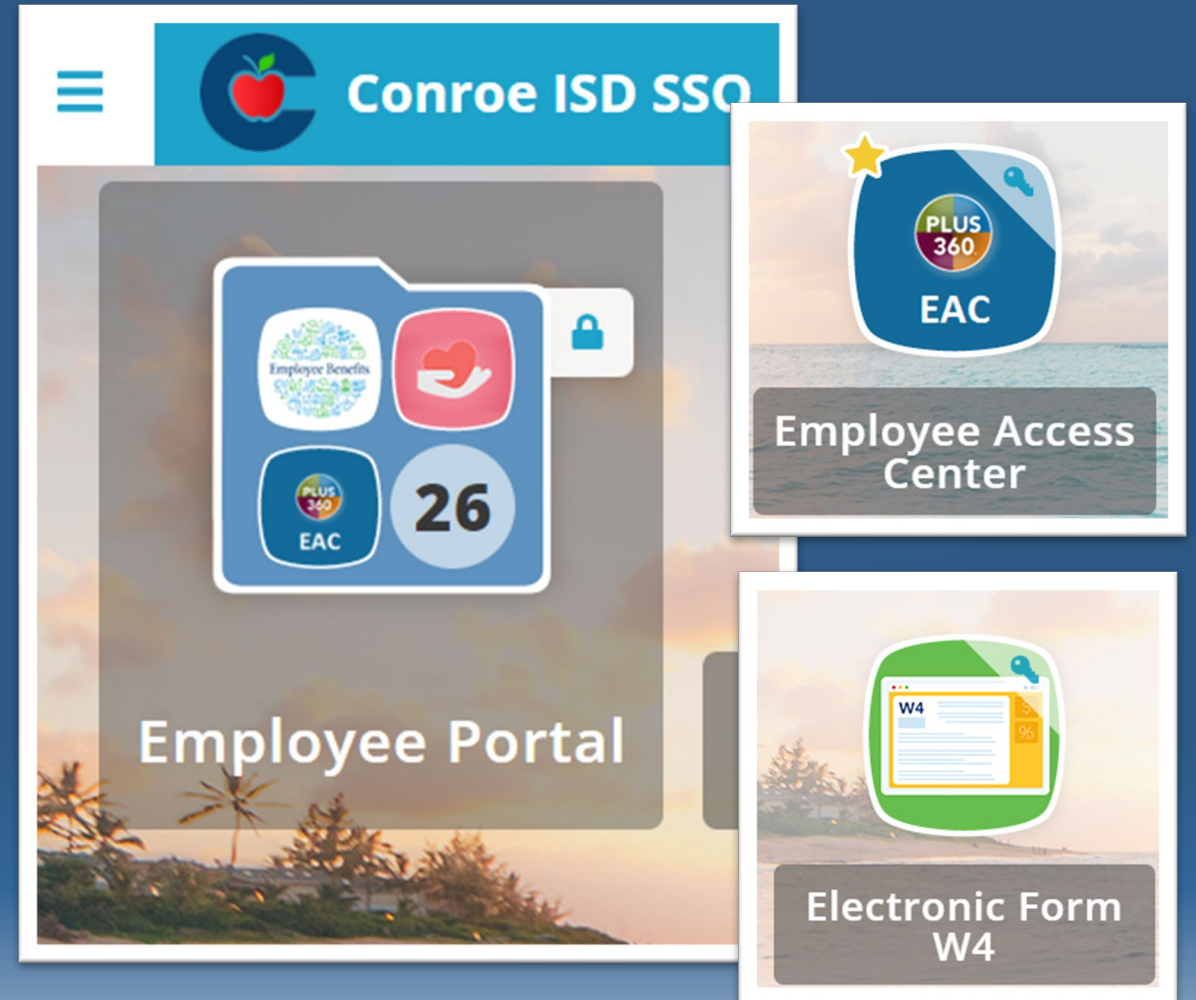
*Long-Term rates apply 10 or more consecutive workdays in the same assignment. Ask the campus for details.

Payroll Information and Dates

CISD uses an SSO (Single Sign-On)


More information will be covered in the Frontline presentation.

- Pay is by **Direct Deposit**.
- Direct deposit changes are via **Employee Access Center (EAC)**
 - SSO > Employee Portal.
 - No paper forms accepted.
 - **Please confirm!**
 - You will get a reminder with steps in the post-hire email.



Payroll Information and Dates

Conroe ISD Payroll Dates 2023-24 School Year



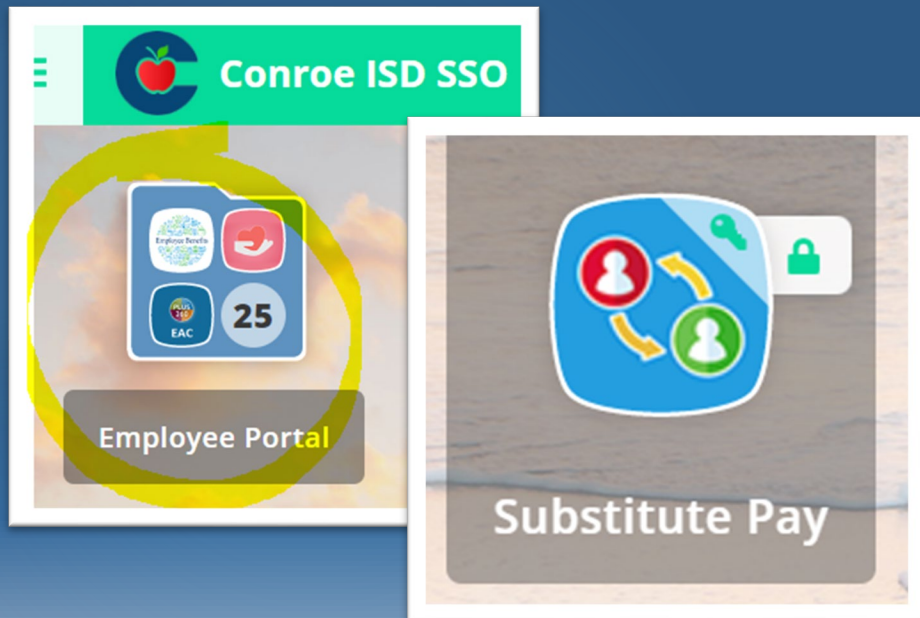
	Pay Period		Pay Date
1	7/23/2023	- 8/5/2023	9/1/2023
2	8/6/2023	- 8/19/2023	9/15/2023
3	8/20/2023	- 9/2/2023	9/29/2023
4	9/3/2023	- 9/16/2023	10/13/2023
5	9/17/2023	- 9/30/2023	11/1/2023
6	10/1/2023	- 10/14/2023	11/15/2023
7	10/15/2023	- 10/28/2023	12/1/2023
8	10/29/2023	- 11/11/2023	12/6/2023
9	11/12/2023	- 11/25/2023	12/13/2023
10	11/26/2023	- 12/9/2023	1/12/2024
11	12/10/2023	- 12/30/2023	2/1/2024

Confirm all information with CISD Payroll

Available on-line and in the Sub Handbook

Verifying Days Worked and Pay

- Use the Substitute Pay App in the SSO to see paycheck information.
 - Allows you to see specific sub pay-related information.
- Click on the **Employee Portal** folder to find the app or search.



Sub Pay History

EIN #####

Sub Begin	Sub End	Payroll Date	Sub For	Days	Daily Rate	Amount
4/22/2021	4/22/2021	5/14/2021	Doe, Jane	1.000	95.00	95.00
4/23/2021	4/23/2021	5/14/2021	Doe, Jane	1.000	105.00	105.00
Total:						200

When Can You Start Working?

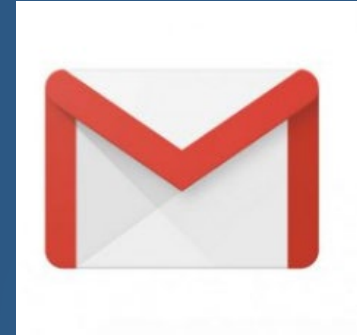
You HAVE BEEN HIRED as of the day you attend a new hire session, but it may take a few days to get your **Frontline** profile activated.

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

Email

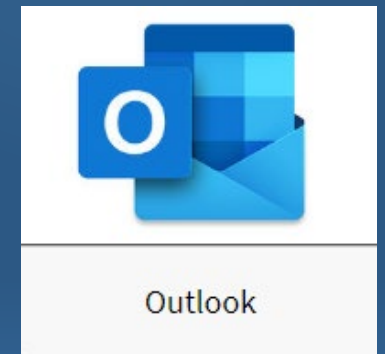
Personal Email

- 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



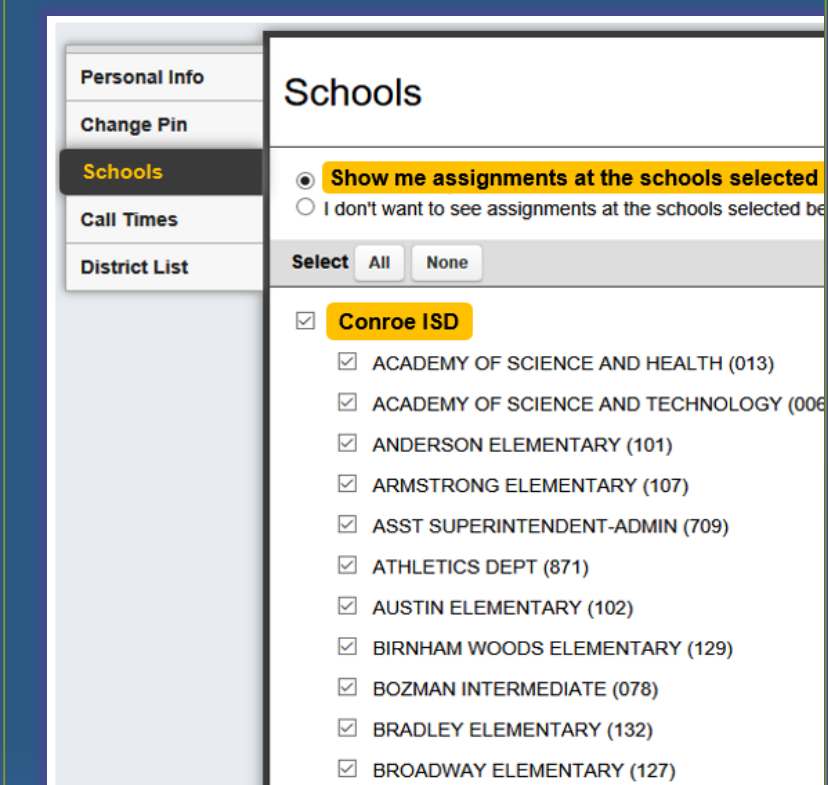
How Can I Get Jobs?

On Frontline Absence Management

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

On Campus

- Have teachers & staff remember you for the RIGHT reasons
 - Follow-up after assignments
 - **Preferred** Subs – campus list
 - **Teachers** – favorite five
 - **Long-Term** Subs



The screenshot shows a web interface for selecting schools. On the left is a sidebar menu with options: 'Personal Info', 'Change Pin', 'Schools' (highlighted), 'Call Times', and 'District List'. The main panel is titled 'Schools' and contains two radio buttons: 'Show me assignments at the schools selected' (selected) and 'I don't want to see assignments at the schools selected'. Below these are 'Select', 'All', and 'None' buttons. A list of schools follows, each with a checkbox and a name: 'Conroe ISD' (checked and highlighted), 'ACADEMY OF SCIENCE AND HEALTH (013)', 'ACADEMY OF SCIENCE AND TECHNOLOGY (006)', 'ANDERSON ELEMENTARY (101)', 'ARMSTRONG ELEMENTARY (107)', 'ASST SUPERINTENDENT-ADMIN (709)', 'ATHLETICS DEPT (871)', 'AUSTIN ELEMENTARY (102)', 'BIRNHAM WOODS ELEMENTARY (129)', 'BOZMAN INTERMEDIATE (078)', 'BRADLEY ELEMENTARY (132)', and 'BROADWAY ELEMENTARY (127)'.



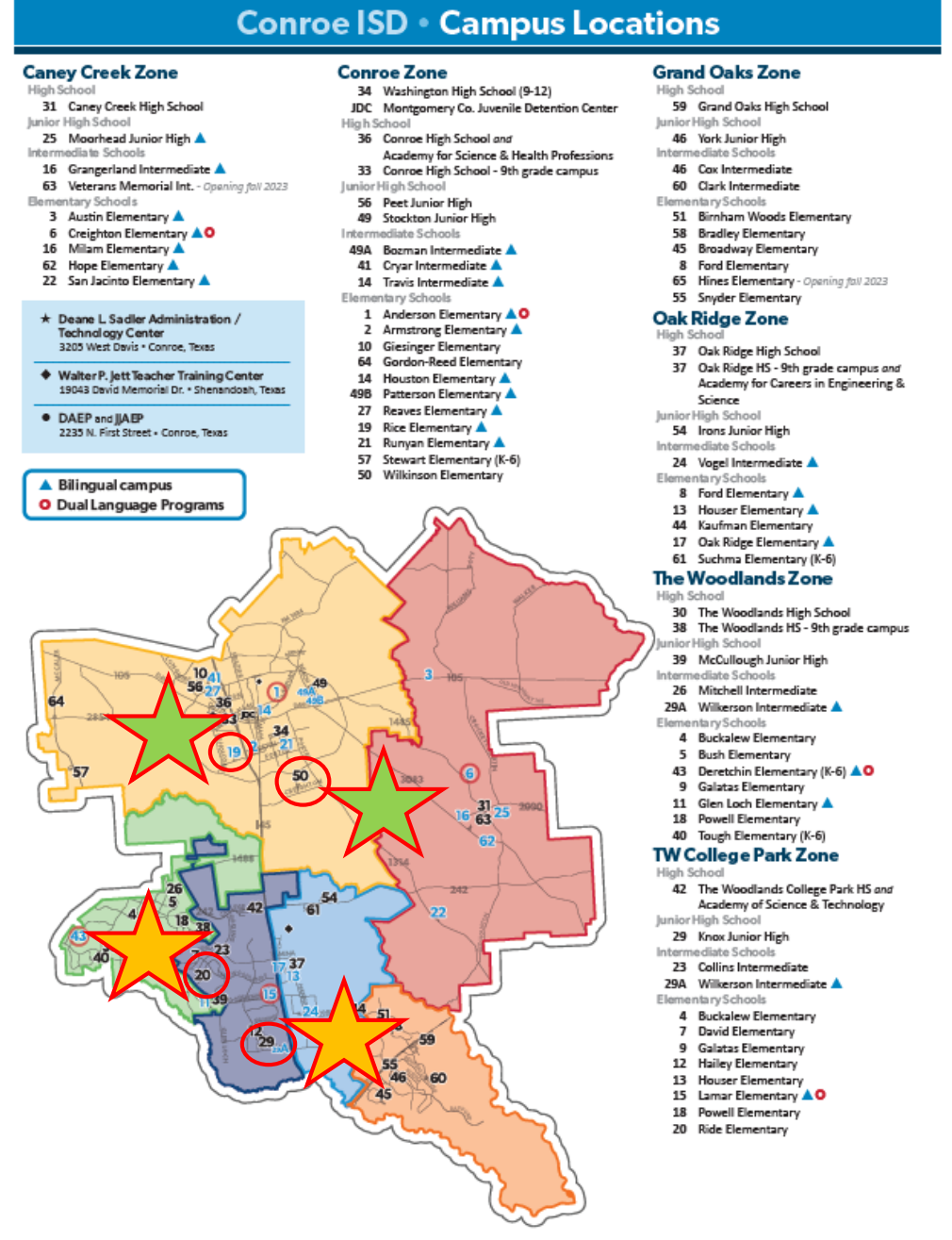
Frontline Subs and Part-Time

Know where you're going!

- Rice Elementary
- Ride Elementary
- Wilkinson Elementary
- Wilkerson Intermediate

Always confirm the morning of your assignment.

p. 5-D / p. 39-41



Campus Directory

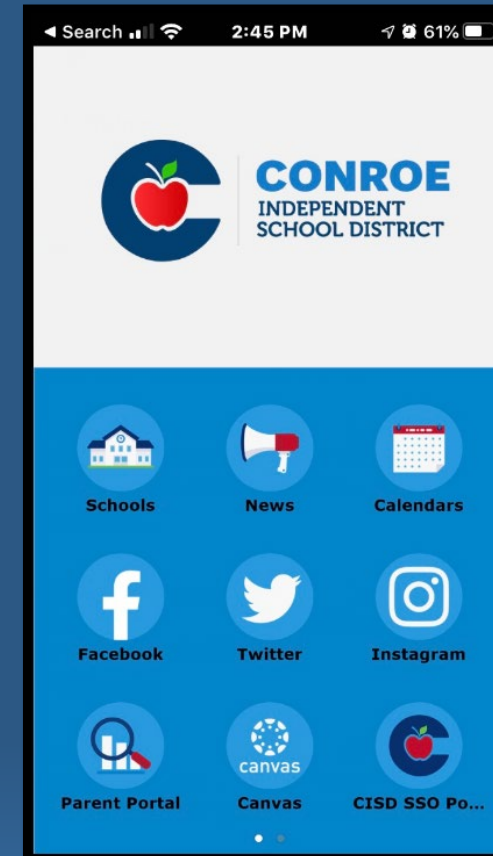
❑ Conroe ISD App

✓ App Store or Google Play

❑ Substitute Handbook

✓ P. 36-38

✓ Contact information



Junior High Schools		
Irons Junior High		054
<i>Principal: Jeff Fuller</i>		
16780 Needham Road		
Conroe, Texas 77385-4300		
936-709-8500	936-709-8599 (fax)	98500
Knox Junior High		046
<i>Principal: Joe Daw</i>		
12104 Sawmill Road		
The Woodlands, Texas 77380-2198		
832-592-8400	832-592-8410 (fax)	28400
McCullough Junior High		053
<i>Principal: Chris McCord</i>		
3800 S. Panther Creek Drive		
The Woodlands, Texas 77381-2799		
832-592-5100	832-592-5116 (fax)	25100
Moorhead Junior High		051
<i>Principal: Roberto Garcia</i>		
13475 FM 1485		
Conroe, Texas 77306-8120		
936-709-2400	936-709-2499 (fax)	92400
Peet Junior High		041
<i>Principal: Rotasha Smith</i>		
1895 Longmire Road		
Conroe, Texas 77304		
936-709-3700	936-709-3828 (fax)	93700
Washington Junior High		043
<i>Principal: Hartwell Brown</i>		
507 Dr. Martin Luther King Place N.		
Conroe, Texas 77301-3899		
936-709-7400	936-709-7492 (fax)	97400
York Junior High		049
<i>Principal: Dr. Chris Povich</i>		
3515 Waterbend Cove		
Spring, Texas 77386-3909		
832-592-8600	832-592-8684 (fax)	28600

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

School Hours and Sub Start Times

Campus Start Times for Substitutes

Senior High – 6:50 a.m. – 2:50 p.m.

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

Arrive/Leave based on FRONTLINE start and end times



Daily Schedule and Routine

Be flexible!

- Campus may reassign you according to need

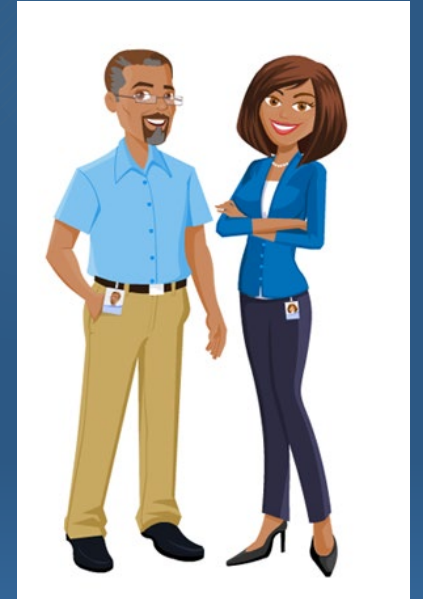
Late cancellation by employee

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

Daily Schedule and Routine

Dress professionally

- Business casual, appropriate footwear
 - Must follow campus dress codes
 - Body art, piercings, etc. – contact campus first
 - 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



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 may 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 end-time
 - DO NOT leave campus
 - **DO NOT leave the room unattended – ever**

Classroom Management

Get off to a positive start

- Arrive early to familiarize yourself
- Explain expectations and what they can expect from you.
 - i.e. 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.
- Greet students.
- **Take attendance.**
- Stick to the lesson plans.
- Remain calm, pleasant and positive.
- Have a "Sub Bag/Sub Kit"
 - ID Badge/Lanyard
 - Snacks and Water
 - Notebook and Pens
 - Folder to collect campus materials
 - Business Cards
 - DO NOT share personal items OR teacher items!

While You Were Away

Day & Date: Wednesday 5-11-22

Students Who Went Above & Beyond

Joe Smith 1
Angela Jones 2
Carrie Hopp 2

Students Who Needed Guidance

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

Required Safety Policy

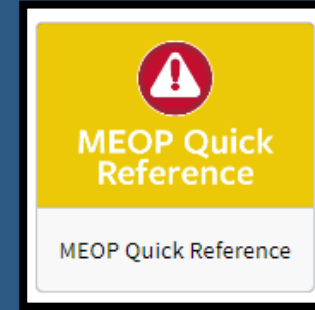
Classroom doors must remain locked at all times during the school day.

- ▶ During the school day, doors should be locked at all times, including all building perimeter, interior classroom, and free-standing structures such as field houses and portable building doors;
- ▶ All exits from the building and classrooms (including exit windows) must be kept clear for egress

Emergency Operations Procedures

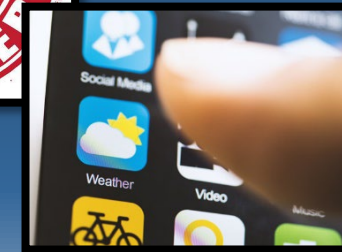
Safety in the Classroom

- Classroom and exterior **doors remain locked at all times**
- Review the Sub Handbook for “CISD Safety Procedures”
- Multi-Emergency Operations Plan
 - 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!



RAVE Panic Button

Conroe ISD has partnered with Montgomery County 911 to bring the **Rave Panic Button** to all employees. **Rave** is a software that can be loaded onto a smart phone or computer by school staff to report a variety of emergencies as well as offers non-life-threatening emergency communications/notifications among staff. The software integrates with 911 and when an alert is sent from a geofenced facility, it notifies key school staff, 911, and appropriate responders immediately.

- ▶ Downloading the app onto your smartphone is not required.
- ▶ For the **Rave** app to function as intended, please follow the steps below:
 - ▶ Login to the [SSO](#)
 - ▶ Search for the [Technology Admin Portal](#) (search "TAP") and follow the Instructions [HERE](#) to enter your cellphone number
- ▶ You can download **RAVE** 24 hours after entering your information into TAP.
- ▶ [CISD PD RAVE Training Video](#) (also in Vector Solutions)
- ▶ Rave Panic Button [Frequently Asked Questions](#)

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.



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.

Additional Training

Conroe ISD

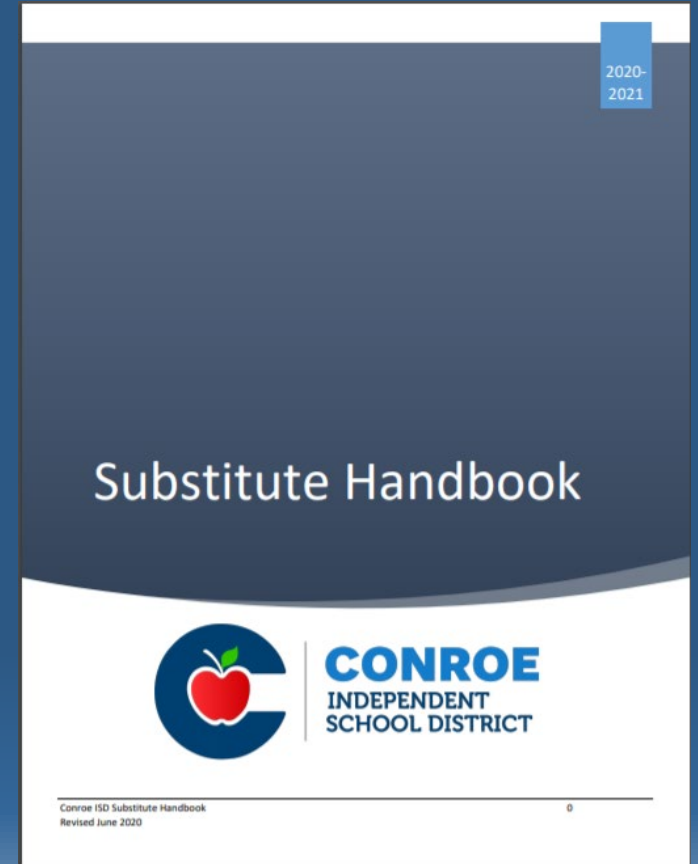
- Classroom Management Supplemental

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

CISD Substitute Handbook

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



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 multiple assignments and repeatedly dropping last minute, especially from the same campus**

Exclusion from campus OR separation as a substitute can result.

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

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 2023-24 **Letter of Reasonable Assurance**
 - ✓ Will be sent in mid-May IF all requirements met
 - ✓ Not signing is declining the position = inactive 1 year

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.



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)

FICAR 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.

Have something to report?

**Your confidentiality
is safe with...**



ethics·point
integrity at work

Ethics
Ethics in business
moral principles
rules and regulation
of right conduct re
values that guide t

Integrity
Adherence to moral princ
In ethics, integrity is reg
the honesty and truthfu
uprightness, sincerity, a

Confidential
Confidentiality is an ethical prin
may not be discussed to third p
accessible only to those author
cornerstone of information sec
the level of official classificat

Three easy ways to report from anywhere:

- 1 Cisd website under “Employees”
Click on the  icon
- 2 Public Internet
Go to www.ethicspoint.com
- 3 Toll-free call
Call 1-866-294-9305

Substitute Website

Helpful Resources

Below are some helpful resources for Substitutes; select from the list on the left.

Substitute Orientations

CISD QuickGuides and Frontline ShortCuts

Pay Related: Paychecks, W2 Info, Direct Deposit

TRS Retiree (Surcharge Sub) Info

Technology

Classroom Management


Benefits Information


Vector Solutions Help



Letter of Assurance


Continuing Education

Substitute Orientations

Substitute Orientation Overview:
Video Link (coming soon) / PDF Link 

How to Use the Frontline Absence Management System
Video Link (coming soon) / PDF Link 

Benefits Overview for Substitutes:
Video Link (coming soon) / PDF Link 
2023-24 Group Health Plan Minimum Days by Month 

TRS Overview (Surcharge Subs Only):
Video Link / PDF Link 

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Substitute Orientations


CISD QuickGuides and Frontline ShortCuts

Pay Related: Paychecks, W2 Info, Direct Deposit

Pay Related: Paychecks, W2 Info, Direct Deposit

Verifying Days Worked and Sub Pay 

Substitute W2 Information 

Update direct deposit 

Substitute Orientations

CISD QuickGuides and Frontline ShortCuts

Technology

Accessing the Employee Access Center 

SSO Quickstart Guide for *New Hire* Subs 22-23 

www.conroeisd.net > Careers > Substitutes

TRS Retirees & Nurses

TRS Retiree

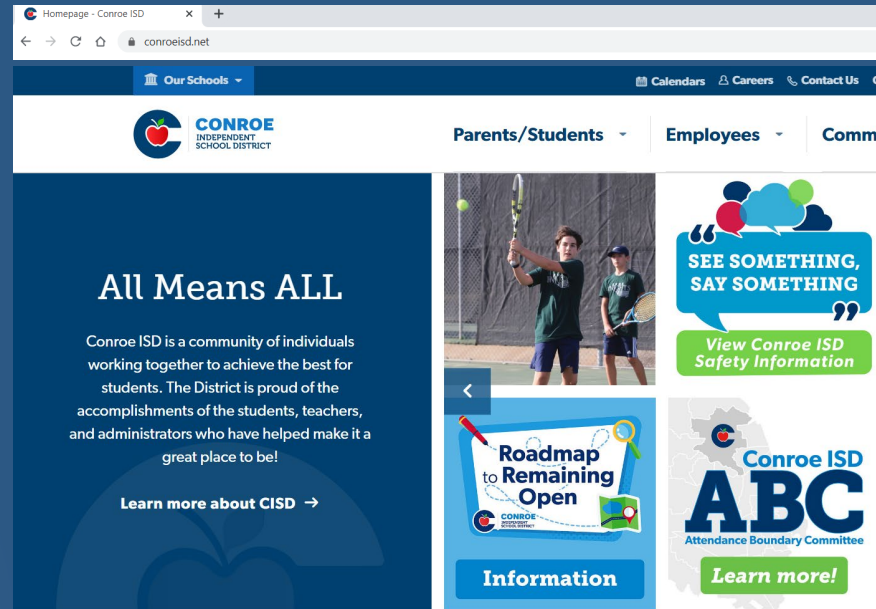
Did you retire from a TRS position after **September 1, 2005?**

- 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 on the TRS website; a copy will be given at the hiring meeting and will be emailed to you. ALWAYS be aware if you accept a vacancy position (no employee attached) as this can impact your annuity! **You are responsible for verifying this information with TRS.**
- Jane (S) Doe = surcharge sub

Nurse

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

Welcome to Conroe ISD...



...and **Thank You** for supporting our students!
Please stayed tuned for
Benefits Information
How to Access and Use Frontline