

**SUBSTITUTE**

**TEACHER HANDBOOK**



**2010-2011**

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## **KERRVILLE INDEPENDENT SCHOOL DISTRICT**

1009 Barnett, Kerrville, Texas 78028  
Human Resources Office 257-2202  
carolyn.hollingsworth@kerrvilleisd.net

### ***FORWARD***

*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 Kerrville Independent 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. The substitute teacher is essential to the success of our educational program.*

*We look forward to working with you for a successful school year.*

**KERRVILLE INDEPENDENT SCHOOL DISTRICT**

**BOARD OF TRUSTEES**

*2010-2011*

<i>David Sprouse</i>	<i>President</i>
<i>Roger Ayala</i>	<i>Vice-President</i>
<i>Katherine Sutherlin</i>	<i>Secretary</i>
<i>Patrick L. Freedle</i>	<i>Trustee</i>
<i>Ray Orr</i>	<i>Trustee</i>
<i>Rolinda schmidt</i>	<i>Trustee</i>
<i>Jack Stevens, Jr.</i>	<i>Trustee</i>

**CENTRAL ADMINISTRATION STAFF**

<i>Dan Troxell, Ph.D.</i>	<i>Superintendent</i>
<i>Robert Jolly, Ed.D.</i>	<i>Asst. Superintendent for Administration and HR</i>
<i>Deb Wells</i>	<i>Deputy Superintendent Curriculum &amp; Instruction</i>
<i>Bill Orr</i>	<i>Asst. Superintendent for Business Services</i>

***SCHOOLS AND CAMPUS LEVEL ADMINISTRATIVE STAFF***

Tivy High School  
3250 Loop 534  
257-2212

Robert Templeton, Principal  
Chris Cook, Asst. Principal  
Jarrett Jachade, Asst. Principal  
Jane Harris, Asst. Principal  
Heather Engstrom, Academic Dean

Hill Country High School  
1200 Sidney Baker  
257-2232

Steve Schwarz, Principal  
Ben Franklin, Asst. Principal  
(Discipline Alternative School)

Hal Peterson Middle School  
1607 Sidney Baker  
257-2204

Donna Jenschke, Principal  
Steve Fry, Asst. Principal  
Ed Miller, Academic Dean

BT Wilson 6<sup>th</sup> Grade School  
605 Tivy Street  
257-2207

James Harmon, Principal

Daniels Elementary School  
2002 Singing Wind  
257-2208

Amy Billeiter, Principal  
Susana Alejandro, Asst. Principal

Nimitz Elementary School  
100 Valley View  
257-2209

Wade Ivy, Principal  
Charli Stehling, Asst. Principal

Starkey Elementary School  
1030 W. Main  
257-2210

Diane Stern, Principal  
Brad Harvey, Asst. Principal

Tally Elementary School  
1840 Goat Creek Parkway  
257-2222

Buck Thompson, Principal  
Karen Bordovsky, Asst. Principal

Early Childhood Programs  
1011 Third Street  
257-13352

Brenda Heimann, Director

## JOB DESCRIPTION

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS:

1. A valid teacher's certificate or
2. A minimum of thirty college hours
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

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 Principal's 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 building principal 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 such other duties as may be requested.

TERMS OF EMPLOYMENT: Per diem, at rates established by the Board  
EVALUATION: Performance of this job will be evaluated in accordance with administrative policy



# KERRVILLE INDEPENDENT SCHOOL DISTRICT 2010-2011 CALENDAR

Dan Troxell, Ph.D., Superintendent

Student/Staff  
Holidays

Nov. 24-26: Thanksgiving  
Dec. 20-Dec.31: Winter Break  
Jan. 17: MLK Day  
March 14-18: Spring Break  
April 22: Good Friday  
May 30: Memorial Day

AUGUST				
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JUNE				
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★ **Staff**  
New Staff Training  
August 10, 11, 12  
Starting Date - Aug. 13  
Ending Date - May 31

**Students**  
Starting Date - August 23  
Ending Date - May 26  
Graduation - May 27

**Staff Training Days**  
(Student Holidays)  
August 16-20  
♥ Aug 13, Sept 6 (Earned Off)  
January 3  
May 27  
May 31

⚡ **Bad Weather**  
**Make-up Days**  
January 17  
April 22

**Campuses**  
Tivy High School  
3250 Loop 534 257-2212  
Hal Petersen Middle School  
1607 Sidney Baker 257-2204  
B.T. Wilson 6th Grade School  
605 Tivy Street 257-2207  
Daniels Elementary School  
2002 Singing Wind Drive 257-2208  
Starkey Elementary School  
1030 W. Main Street 257-2210  
Nimitz Elementary School  
100 Valley View 257-2209  
Tally Elementary School  
1840 Goat Creek Pkwy. 257-2222  
Hill Country High School  
1200 Sidney Baker 257-2232  
Disciplinary Alternative School  
1010 Barnett Street 257-1332

**Kerrville ISD Administrative Office**  
1009 Barnett Street 257-2200

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**Special Education District Office**  
729 Tivy Street 257-2203  
**Early Childhood Center**  
700 College Street 257-1335  
**Instructional Technology Center**  
1011 Barnett Street 257-4883  
**Community Education**  
1121 Second Street 257-2218  
**KISD Transportation Dept.**  
505 Yorktown 257-1344

**Grading Periods**  
First Semester - 81 days  
Second Semester - 96 days

Aug. 23 - Oct 1: 29 days  
Oct 4 - Nov. 5: 25 days  
Nov. 8 - Dec. 17: 27 days  
Jan. 4 - Feb. 11: 28 days  
Feb. 14 - Apr. 8: 35 days  
Apr. 11 - May 26: 33 days

**Student Assessments**  
March 1, April 5 TAKS  
April 25 - 29 TAKS

Approved by Board 12-15-09

## I. GENERAL INFORMATION

### A. Qualifications

1. It is desirable that an applicant for substitute teaching have a Bachelor's Degree and a valid teaching certificate; however, a minimum of 30 semester hours of college work is acceptable in lieu of a degree.
2. See Substitute Teacher Job Description

### B. Application Procedure

1. Applicants for substitute teaching may print out the complete application on-line at [www.kerrvilleisd.net](http://www.kerrvilleisd.net) or an application packet may be picked up from the Human Resources Office located on the second floor of the Central Administration Offices. The applications will be received **IN PERSON AT A SCHEDULED TRAINING MEETING**. Several meeting dates will be posted online and in the Human Resources Office.
2. The following forms must be completed and returned at the meeting:
  - Application
  - I-9 Form (two forms of ID required; Driver License and Social Security Card preferred or Passport or Birth Certificate may be used)
  - Teaching Certificate and/or transcript of at least 30 college hours
  - Criminal History Forms (2 pages)
  - Public Information Access Notification
  - Statement Concerning Your Employment in a Job Not Covered by Social Security
  - Texas Public School Student/Staff Ethnicity and Race Data Questionnaire (English and Spanish version)
3. At the scheduled meeting, applications are verified and completed. Then applicants will be provided a brief training video to complete. When training is completed, criminal history is obtained and those who have not been fingerprinted will be issued a Fast Fingerprint Pass and must complete fingerprinting before allowed to substitute. Upon completion of the application packet, completion of training **and** completion of fingerprinting, the applicant's name is added to the district substitute list and to SubFinder (the automated call system). The SubFinder Operator will notify the applicant of the PIN number in order to activate the SubFinder account. Applicants activate their account by "Voicing-In" to SubFinder. Call **1-800-756-4245 to activate SubFinder**. Follow prompts and use PIN number.
4. A Letter of Reasonable Assurance is mailed to each substitute in late May of each school year. This letter is to notify substitutes that they will remain on the substitute list for the next school year (if they wish to continue) and that they do not qualify for unemployment benefits during the summer break. The attachment to the letter must be returned to Human Resources in order to assure placement as a substitute for the next school year. If the form is not returned to Human Resources by the date indicated, then the substitute's name is removed from the list and they must re-apply in order to be reinstated to the list.



to be sure your account number is correct. The second check you receive will be a direct deposit and you will receive a non-negotiable stub.

5. It is advisable for a substitute to keep a log of dates, times, and schools in which he/she substitutes to more easily verify his/her check at the end of the month. Please **DO NOT** call before payday to see if you will receive a check and to check your days. Human Resources and the Payroll Clerk will not be able to give out that information before a payday.
6. A substitute teacher who is employed for 90 days or more may apply for Teacher Retirement Benefits. All necessary forms will be completed in the Payroll Office.
7. Substitutes do not pay Social Security deductions, but are enrolled in a 457 Plan for Alternative Retirement. For subs who have retired through Teacher Retirement of Texas, there are no Social Security deductions nor 457 Plan deductions taken from your check.

F. Dress Code for Professional Staff

1. KISD 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 assignments, and consistent with any additional standards established by their supervisors and approved by the Superintendent.
3. KISD 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. Walking shorts or other mid-thigh garments may be worn with appropriate hosiery.
  - c. Employees who supervise outside or gym activities will change into long pants or wind pants to go into the classroom or office area.
  - d. Blue jeans may be worn on dress down days such as Fridays and any spirit day identified by the principal
  - e. Athletic T-shirts are not appropriate in the classroom except on dress down days.

II. RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

A. Professional Ethics

1. The substitute has a professional responsibility even though he is not a regular

teacher. He should use extreme caution in expressing personal reactions and opinions about what he sees and hears in the classroom and various schools in which he teaches.

2. Comments comparing one school with another or comparing the children in one neighborhood with those of another neighborhood are not desirable.
3. Under no circumstances should a substitute criticize a regular teacher except to those in authority.

B. General Information

1. Please park in designated places only, not in Visitor's spots.
2. Upon arriving on campus for a teaching assignment, report to the Principal's office and sign in. Ask for special instructions such as: extra duties, irregularities in the schedule, instructional materials, responsibilities as to the lunch hour or any changes planned that will affect the usual procedure for the day. Check the teacher's mailbox to see if there are any bulletins, messages, or announcements. Personal mail should be left in the mailbox.
3. The substitute teacher is expected to perform all the duties of the regular teacher unless the Principal releases the substitute from a particular responsibility.
4. The substitute teacher should endeavor, if possible, to preserve the regular routine of the class and should follow the daily class schedule and lesson plans provided by the regular teacher.
5. All materials and equipment should be returned to the proper authority before a substitute leaves campus.
6. The substitute teacher is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in attire and avoid extremes.

C. Classroom Instructions

1. Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher.
2. The substitute teacher is responsible for the pupils, equipment, and materials assigned to his care as is the regular teacher for whom he is substituting.
3. Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of each school.
4. When individual pupils cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the principal or assistant principal with a discipline slip or note explaining the circumstances.
5. The substitute should never leave the classroom unattended.

6. Firm, fair treatment of all students, combined with explicit explanations and directions, will preclude many disciplinary problems.
7. The substitute teacher should leave the regular teacher a brief summary of the day's activities.

### III. RESPONSIBILITIES OF THE SCHOOL AND REGULAR TEACHER TO SUBSTITUTE TEACHER

#### A. Responsibilities of the School

1. The substitute will be provided a schedule of the regular school activities and any special schedule causing changes, such as, school assemblies, pep rallies, etc.
2. The substitute will be made aware of routine information such as special duties or assignments, absentee reports, dismissal times, etc.
3. The substitute should be informed of the procedure for attendance reporting.

#### B. Responsibilities of the Regular Teacher

1. The substitute will be provided with the following: lesson plans for each class, class rolls, pupil seating chart and key, if necessary.
2. Whenever the regular teacher anticipates an absence, he should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior.
3. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the school principal.
4. The teacher will prepare a written evaluation of the substitute teacher for the day taught. This evaluation will be kept on file in the principal's office and may be seen by the substitute upon request.

**KERRVILLE ISD PAYDATES FOR FISCAL YEAR 2010-11**

<b>CUT -OFF DATES</b>	<b>PERIOD COVERED</b>	<b>PAYDATE TO PAYDATE</b>	<b>PAYDATES</b>
JUL 30	07-05 TO 07-30	32 DAYS	WED- AUG 25
SEPT 3	08-02 TO 09-03	30 DAYS	FRI- SEPT 24
OCT 1	09-06 TO 10-01	31 DAYS	MON- OCT 25
OCT 29	10-04 TO 10-29	29 DAYS	TUE - NOV 23
NOV 26	11-01 TO 11-26	24 DAYS	FRI - DEC 17
DEC 31	11-29 TO 12-31	35 DAYS	FRI - JAN 21
JAN 28	01-03 TO 01-28	35 DAYS	FRI - FEB 25
FEB 25	02-01 TO 02-25	28 DAYS	FRI - MAR 25
APR 1	02-28 TO 04-01	31 DAYS	MON - APR 25
APR 29	04-04 TO 04-29	30 DAYS	WED - MAY 25
JUN 3	05-02 TO 06-03	30 DAYS	FRI - JUN 24
JUL 1	06-06 TO 07-01	31 DAYS	MON - JUL 25
JUL 29	07-04 TO 07-29	31 DAYS	THURS - AUG 25

PLEASE USE THE FOLLOWING E-MAIL ADDRESSES:

PAYROLL: [ramona.currin@kerrvilleisd.net](mailto:ramona.currin@kerrvilleisd.net)

INSURANCE & WORKERS COMP: [deedee.sheridan@kerrvilleisd.net](mailto:deedee.sheridan@kerrvilleisd.net)

PERSONNEL: [carolyn.hollingsworth@kerrvilleisd.net](mailto:carolyn.hollingsworth@kerrvilleisd.net)

TEACHER RETIREMENT SYSTEM 1-800-223-8778, [www.trs.state.tx.us](http://www.trs.state.tx.us)

BLUE CROSS/BLUE SHIELD 1-866-355-5999, [www.bcbstx.com/trs/](http://www.bcbstx.com/trs/)

PHARMACY (MEDCO HEALTH) 1-800-922-1557

INSURANCE/BRYAN FINLEY AND ASSOC. 896-4400

WEBSITE [www.kerrvilleisd.net](http://www.kerrvilleisd.net) (FORMS, APPLICATIONS & MANUALS)

**A. Tivy High School**

**257-2212**  
**Fax 257-4616**

Robert Templeton	Principal
Pilar Gregory	Principal's Secretary
Chris Cook	Assistant Principal
Jarrett Jachade	Assistant Principal
Jane Harris	Assistant Principal
Heather Engstrom	Academic Dean

**TIVY HIGH SCHOOL SUBSTITUTE TEACHER INFORMATION:**

1. Duty hours: 7:30 a.m. - 4:00 p.m.
2. On your first assignment, pick up a "THS Substitute Teacher Packet"  
Parking Assignments      Duty Description  
Master Schedule      Duty Schedule  
Bell Schedule
3. As soon as you arrive on campus sign in with Cindy Villarreal in the counselor's office.
4. It is very important that you park in the space assigned to the teacher for whom you have been called.
5. After signing in, check the teacher's mailbox which is located in the attendance office.
6. See Ms. Villarreal for any questions regarding assignment, schedule, directions or keys.
7. The teacher's "KISD Substitute Teacher Guide" should be in the teacher's mailbox.
8. Attendance Accounting:  
If a teacher is going to be out, print a roster of all of your classes for the substitute teacher. The substitute will mark the absences and send the attendance sheet to the attendance office.
9. Discipline:
  - a. At Tivy High School we use a form of "assertive discipline." Classroom rules and a list of consequences are posted in the classroom. Familiarize yourself with each teacher's classroom rules. Be sure students know you are familiar with the rules and consequences. If you need to send a student to the office, please fill out the Referral Form for the student to give to the assistant principal.
  - b. If you need assistance for any reason, you may call the attendance office via the classroom intercom system. See one of the administrators for help with discipline management or any questions regarding attendance.

10. Campus Duty Assignments:  
Many teachers have a regularly assigned duty station and as a substitute you will need to meet their duty. If duty assignment is unclear or you need assistance, see an administrator.
11. End of Day Procedures:  
At the end of the school day please leave the teacher a note as to how the day went, i.e. lesson covered, lesson not completed, discipline problems, general atmosphere of class, suggestions, etc. Check out with Mrs. Villarreal in the counselor's office.
12. Evaluation:  
Because of the importance of the best teaching quality possible, each substitute teacher will be evaluated by the teacher. These forms are returned to Mrs. Villarreal in the counseling office and you may see them at any time.

**B. Hal Peterson Middle School**

**257-2204**

**Fax 257-1300**

Donna Jenschke	Principal
Steve Fry	Assistant Principal
Edward Miller	Academic Dean
Lisa Smith	Principal's Secretary
Rebecca Easley	Office Secretary

HAL PETERSON MIDDLE SCHOOL SUBSTITUTE TEACHER INFORMATION:

1. Reporting to your Teaching Assignment
  - a. Arrive at school by 7:30 a.m. If you are called too late to meet the arrival time, please discuss this with Mrs. Smith (principal's secretary) when you are called.
  - b. Parking is readily available in the gym parking lot off of North Street.
  - c. It is important that you sign the Substitute Time Sheet in the office as soon as you arrive on campus. This sheet must be completed for you to be paid.
  - d. Important information about our school is located in the credenza where you sign in.
  - e. Check the teacher's mailbox to see if there are any messages or announcements. Please leave the teacher's personal mail in the box.
  - f. Get into your classroom and check to see that you have all necessary materials to teach. If you need something, contact Mr. Fry or Mrs. Smith.
  
2. Classroom Procedures
  - a. All teachers should have substitute teacher instructions and materials readily available on their desk. If you are unable to find the needed materials, please contact Mrs. Smith.
  - b. Student attendance is to be checked at the beginning of each class period. Send one student with the roster to the office.
  - c. Please see teacher folder for discipline plan.
  - d. Spend the entire class time working with students. Follow the teacher's lesson plan. Following the plans ensures continuity in the student's learning. Keep all students assigned to you under supervision at all times. Do not allow students to go to the library or office unless written instructions are left. Do not allow students to leave class early for any reason unless written instructions are left.
  
3. At the end of the day
  - a. Remain in the classroom until all of your students are dismissed. The classroom and desk should be left in good order. Close the windows, put away books, turn off air conditioning and fans, etc.
  - b. Ask the principal's secretary if your services will be needed the next day.
  - c. The majority of calls for substitutes are made in advance during the day between 7:45 a.m. and 4:00 p.m. If you are unavailable during the day, please arrange for an answering machine or someone familiar with your schedule to take calls.

**C. BT Wilson 6<sup>th</sup> Grade School**

**257-2207**  
**Fax 257-1316**

Jim Harmon           Principal  
Rosie Juarez       Principal's Secretary  
Tracy Harvey       Office Secretary

**BT WILSON 6TH GRADE SCHOOL SUBSTITUTE TEACHER INFORMATION:**

1. Arrive at school by 7:30 a.m.
2. Park in the North Street parking lot by the gym.
3. Report to the Principal's Office upon arrival; present your drivers' license and receive your nametag.
4. Check the teacher's mailbox. Instructions will be in the classroom. If not, locate the purple 'sub folder' in the classroom.
5. Attendance is officially taken at the beginning of 2nd period. You will need to mark attendance on an attendance slip and place on the clip outside the classroom door.
6. Supervise students throughout the entire class time.
7. Please write a report to the teacher of any unusual situations that arise.
8. Return to the principal's secretary **at the end of the day** to sign forms, to confirm after-school duty assignments, and verify whether or not you are needed for another day.
9. The teachers' school day is from 7:30 a.m. - 3:30 p.m. The students' school day is from 7:45 a.m. to 2:50. p.m.

**D. Daniels Elementary School**

**257-2208**

**Fax 257-1310**

Amy Billeiter	Principal
Susana Alejandro	Asst. Principal
Jan Scott	Principal's Secretary
Tammy Jolly	Office Secretary

**DANIELS ELEMENTARY SCHOOL SUBSTITUTE TEACHER INFORMATION:**

1. Report to the office by 7:40 a.m. if you are teaching the full day. If you are teaching a partial day, report to the office 20 minutes before you are scheduled to teach.
2. Please park in the lot in front of the school on Singing Wind Drive.
3. All teachers will have a red Substitute Teacher Guide readily available. A helping teacher will advise the substitute of any unique features of the day and help decode the absent teacher's plans for the day.
4. Maintain as fully as possible the established routines and procedures of the school and classroom.
5. Teach the lessons outlined and prepared by the absent teacher.
6. Write a note about work completed at the end of each teaching day and leave it for the regular teacher.
7. The classroom and desk should be left in good order.
8. Report to the office at the conclusion of the teaching day and verify if you are needed for the next day.

***F. Starkey Elementary School***

**257-2210**  
**Fax 792-3727**

Diane Stern	Principal
Brad Harvey	Assistant Principal
Sharon Strand	Principal's Secretary
Loretta Garrett	Office Secretary

**STARKEY ELEMENTARY SCHOOL SUBSTITUTE TEACHER INFORMATION:**

1. Report to the office by 7:40 a.m. if you are teaching the full day. If you are teaching a partial day, report to the office 20 minutes before you are scheduled to teach.
2. Please park in the parking lot on Harper Road.
3. Consult with the grade chairperson at the grade level you are substituting. The grade chairperson will help you, if necessary.

Grade Chairs:

Kindergarten	Susan McKinley
First Grade	Nora Brantley
Second Grade	Pam Guthrie
Third Grade	Tammy Callcott
Fourth Grade	Dee Ann Foley
Fifth Grade	Hollis Uecker
Fine Arts, PE	Kim Kneese

4. Students should be in seats, ready for announcements at 7:55 a.m.
5. Also, students who have brought money for lunch need to take their money to the cafeteria prior to 8:30 a.m.
6. Attendance is taken and sent to the office at 10:00 a.m.
7. Teach the lessons outlined and prepared by the absent teacher.
8. Please report to the office at the conclusion of the teaching day to see if you are needed for the next day.

**E. Nimitz Elementary School**

**257-2209**  
**Fax 895-7905**

Wade Ivy	Principal
Charli Stehling	Assistant Principal
Melody Baskin	Principal's Secretary
Sandra Garces	Office Secretary

NIMITZ ELEMENTARY SCHOOL SUBSTITUTE TEACHER INFORMATION:

1. Report to the office secretary by 7:40 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office secretary 20 minutes before you are scheduled to teach.
2. Please park in places designated for visitors.
3. Consult with the grade chairperson at the grade level you are substituting. The grade chairperson will advise the substitute of any unique features for the day and help decode the absent teacher's notes for the day.

K— Mrs. Pfister	3 <sup>rd</sup> —Mrs. Newberry
1 <sup>st</sup> —Mrs. Fikes	4 <sup>th</sup> —Mrs. Russ
2 <sup>nd</sup> --Mrs. Seidensticker	5 <sup>th</sup> —Mrs. Pool
4. Maintain as fully as possible the established routines and procedures of the school and classroom.
5. Teach the lessons as outlined and prepared by the absent teacher.
6. Consult with the grade chairman before initiating any teaching or other procedure not specified by the regular teacher.
7. Follow all policies, rules, and procedures to which regular teachers are subject and for which good teaching practice dictates.
8. Write a note about work completed at the end of each teaching day and leave it for the regular classroom teacher.
9. Report to the Office Secretary at the conclusion of the teaching day and verify if you are needed to teach the following day.

**G. Tally Elementary School**

**257-2222**

**Fax 257-2288**

Buck Thompson	Principal
Karen Bordovsky	Assistant Principal
Julie Nagy	Principal's Secretary
Christie Stanton	Office Secretary

**TALLY ELEMENTARY SCHOOL SUBSTITUTE TEACHER INFORMATION:**

1. Arrive at school by 7:40 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.
2. Park in the Coronado Street parking lot and enter through the cafeteria or gymnasium. Proceed to the left down the main hallway to the office.
3. Report to Julie Nagy, the principal's secretary, in the office.
4. Check the teacher's mailbox. Instructions will be there or in the classroom. If not, let the office know and we will contact team leader/department chair for assistance.
5. Attendance: Place attendance cards of absent students on clip outside classroom door by 8:30 a.m. Send list to office at 10:00 a.m. Use the computerized roster located in your sub folder for reporting any student who is absent. Please be very careful when marking on these rosters, and then send a student to deliver them to the office. Also, please send any notes brought in by students for prior absences.
6. Supervise students throughout the entire class time.
7. Please write a report to the teacher of any unusual situations that arise.
8. Return to the principal's secretary at the end of the day to sign forms and verify whether or not you are needed for the next day.
9. The teaching day is 7:50 a.m. - 3:00 p.m.

## **H. Early Childhood Programs**

**257-1335**  
**Fax 257-7885**

Brenda Heimann	Director
Patricia Valero	Director's Secretary
Raquel Collazo	Receptionist
Rebecca Cantu	Coordinator's Secretary
Pam Peter	Coordinator
Chris Simone	Coordinator
Debbie Lea	Coordinator / Nurse

### KERRVILLE I.S.D. EARLY CHILDHOOD SUBSTITUTE TEACHER INFORMATION

1. Park in the unpaved parking lot adjacent to Third Street.
2. Report to the office by 7:40 a.m. if you are teaching the full day. If you are teaching a partial day, report to the office 20 minutes before you are scheduled to teach. After the children leave (HS – 2:00 p.m. and PK – 3:00 p.m.), substitutes remain in the building until all responsibilities have been completed.
3. Each classroom is staffed with a teacher and an instructional assistant. If substituting for the teacher, please follow the lead of the assistant since she knows the children and the routines. All teachers will have a Substitute Guide readily available.
4. Attendance is taken at 9:00 a.m.
5. A 30-minute duty-free lunch is afforded each instructional staff member beginning the children's lunchtime. Check with the other staff members in the classroom to determine your lunch schedule for the day.
6. Follow the teacher's lesson plans and schedule as closely as possible. Leave the room in an orderly condition, with all supplies and equipment returned to the storage areas.
7. Leave a note for the teacher regarding the activities of the day and any successes or difficulties you may have had.
8. Return to the director's secretary at the end of the day to sign forms and verify whether or not you are needed for the next day.