

**SUBSTITUTE TEACHER
HANDBOOK
2023-2024**



KERRVILLE INDEPENDENT SCHOOL DISTRICT

Human Resources Office
1009 Barnett St.
Kerrville, Texas 78028
(830) 257-2200

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.

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

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2023-2024

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<p>Tivy High School 3250 Loop 534 830-257-2212</p>	<p>Shelby Balsler, Principal Candice Michalek, Assoc. Prin./Acad. Dean Sean Bloomer, Asst. Principal Aaron Cook, Asst. Principal Leigh Decker, Asst. Principal</p>
<p>Hal Peterson Middle School 3175 Loop 534 830-257-2204</p>	<p>Dr. Sonerka Mouton, Principal Rose Gonzales, Assoc. Principal Joe Davis, Asst. Principal Ken Noles, Asst. Principal</p>
<p>Daniels Elementary School 2002 Singing Wind 8360-257-2208</p>	<p>Jeremy Green, Principal Dana Nathanson, Asst. Principal</p>
<p>Nimitz Elementary School 100 Valley View 830-257-2209</p>	<p>Julie Johnson, Principal Jennifer Dennison, Asst. Principal</p>
<p>Starkey Elementary School 1030 W. Main 830-257-2210</p>	<p>Jenna Wentrcek, Principal Aubrey Davila, Asst. Principal</p>
<p>Tally Elementary School 1840 Goat Creek Parkway 830-257-2222</p>	<p>Gena Carpenter, Principal Stephen Schwarz, Asst. Principal</p>
<p>Early Childhood Center 1011 Third St. 830-257-1335</p>	<p>Kim Kothmann, Director</p>
<p>Hill Country High School 1200 Sidney Baker Rd. 830-257-2232</p>	<p>Steve Schwarz, Director</p>
<p>Disciplinary Alternative School 1010 Barnett 830-257-1332</p>	<p>Dustin Cowart, Asst. Principal</p>

Job Description

Title:	Substitute Teacher
Qualifications:	<ol style="list-style-type: none">1. A valid teacher's certificate or2. A minimum of 30 college hours3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
Reports To:	Campus Principal/Director
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 office at the conclusion of the 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 by the principal or department chair.

Terms of Employment: Per diem rates established by the Board

Evaluation: Performance of this job will be evaluated in the accordance with administrative policy.

SUBSTITUTE QUALIFICATIONS

Substitute teachers must be at least 21 years of age. 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 or alternatives to the above qualifications as the Board may find appropriate and acceptable.

APPLICATION PROCEDURE AND REQUIRED DOCUMENTS

Substitutes will be interviewed by invitation. First, complete the Substitute Application, Criminal History Addendum and DPS Verification Form then deliver or mail to the Human Resources Office at 1009 Barnett. Applications will be reviewed and selected applicants will be invited to an interview session.

After an applicant is accepted to be a Kerrville ISD Substitute, the required paperwork will be completed and a brief orientation meeting will provide information about fingerprinting and other needed information to succeed as a Substitute.

After the meeting, any applicants requiring fingerprinting will be emailed a link to schedule a fingerprint appointment. When fingerprinting and all required paperwork are complete, the applicant is added to the KISD Substitute List and uploaded into Frontline Absence Management System (also referred to as AESOP).

RETURNING EACH NEW SCHOOL YEAR

A Letter of Reasonable Assurance is emailed 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.

EQUAL EMPLOYMENT OPPORTUNITY

The Kerrville ISD does not discriminate on the basis of race, color, national origin, sex, religion, age or disability or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Substitutes with questions or concerns relating to discrimination on any of the basis listed above should contact the Assistant Superintendent of Human Resources at 830-257-2200 EXT 1016.

SUBSTITUTE PAY INFORMATION

The pay for a substitute teacher is:

\$110.00 per day for non-degreed	\$120 per day for LVN
\$120.00 per day for degreed	\$135 per day for RN
\$135.00 per day for certified teachers	

A substitute is considered Long Term if they work in the same teaching assignment for more than ten days shall have their pay increased to:

\$120.00 per day for non-degreed
\$130.00 per day for degreed
\$145.00 per day for certified teachers

***Long Term begins with the eleventh teaching day and is applicable as long as the substitute remains in the same instructional position continuously. *(This only applies if substituting for a teacher. If substituting in a long-term position for an aide or clerical position, the pay remains the same throughout the duration. This is because aides do not make lesson plans and are under the direction of a teacher.)*

Substitutes must work 4 hours for a half-day's pay and 7 to 8 hours for a full-day's pay. Substitutes are paid in full or half days not hours. Time is recorded as follows:

Full Day = 7:30 – 3:40 (8:00-4:00 HPMS only) ½ Day AM = 7:30 to 11:30 (8:00-12:00 HPMS only)
½ Day PM = 11:30 to 3:40 (12:00-4:00 HPMS only)

If a substitute works 1, 2, or 3 hours and is released early from the assignment, then the substitute must check with the office to work in another designated area in order to complete 4 hours for a half-day pay. Also, if a substitute works 5, 6, or 7 hours and is released early from the assignment, then the substitute must check with the office to work in another designated area in order to complete 7 ½ to 8 hours for a full day.

For short-term substitutes who have completed at least 65 days substituting in KISD during a school year, there is an increase of \$5.00 per day during that school year.

Check the Pay Date Cutoff Schedule for the days covered on the paycheck and the actual pay date. This can be accessed through our website: www.kerrvilleisd.net under the Payroll/Benefits Department. Checks are mailed not picked up. Or you may complete a Direct Deposit Form also located on our website under the Payroll/Benefits Department. For direct deposits, the first check received will be an actual check that must be cashed, and we will make a pre-note to the bank. A pre-note is a pre-direct deposit 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.

It is advisable for a substitute to keep a log of dates, times, and schools of their assignments to more easily verify their paycheck 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. Substitutes do not pay Social Security deductions, but are enrolled in a 457 Plan for Alternative Retirement. For substitutes who have retired through Teacher Retirement of Texas, there are no Social Security deductions or 457 Plan deductions taken from the pay.

SEXUAL HARASSMENT

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. There can be two types of harassment: "Quid pro quo" occurs when employment benefits are contingent upon sexual favors or adverse job consequences result from an employee's refusal to submit. "Hostile work environment" is based upon unwelcome repeated sexual comments, innuendos or touching which alters conditions or interferes with school/employment performance or access to opportunities of the district. Sexual harassment can consist of unwelcome sexual comments or physical contact. The behavior often occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another). All Kerrville ISD substitutes will refrain from all forms of sexual harassment. All Kerrville ISD Policies are available online at www.kerrvilleisd.net. Note: This policy addresses harassment of District employees. For legally referenced material relating to discrimination and retaliation, see DAA(LEGAL).

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and gender-based harassment:

Title IX Coordinator: Sarah Kraatz
Physical Address: 1009 Barnett St., Kerrville, TX 78028
Email Address: sarah.kraatz@kerrvilleisd.net
Telephone Number: 830-257-2200

HARASSMENT OF STUDENTS

Sexual and other harassment of students by substitutes are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District substitutes are prohibited. Substitutes who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations or prohibited harassment of a student will be reported to the student's parents and promptly investigated. A substitute who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. (For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.)

CRIMINAL HISTORY BACKGROUND CHECKS

Substitutes may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on substitutes and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to a substitute's current national criminal history and updates to the substitute's subsequent criminal history. (See Policy DBAA(LEGAL) and also DF).

SUBSTITUTE ARRESTS AND CONVICTIONS

A substitute must notify the Human Resources Office within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
 - Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
 - Crimes that occur wholly or in part on school property or at a school-sponsored activity
 - Crimes involving moral turpitude
 - Dishonesty, fraud, deceit, theft, misrepresentation
 - Deliberate violence
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substances defined in Chapter 481 of the Health and Safety Code
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period
 - Acts constituting abuse or neglect under the Texas Family Code
- (See DH(LOCAL))

POSSESSION OF FIREARMS OR WEAPONS

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times. (See GKA(LOCAL) and FNCG(LEGAL)).

DRESS CODE FOR SUBSTITUTES

Kerrville ISD has a dress code for professional staff and extends its applicability to all substitute employees as well. 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.

Kerrville ISD professional employees shall maintain high standards of professional appearance, thereby reflecting the dignity of the education professional and serving as role models for students. Specific guidelines are as follows:

- By example, professional employee dress and grooming sets a standard for student dress and conduct.
- Blue jeans may be worn on dress down days such as Fridays and any spirit day identified by the principal.

BAD WEATHER CLOSING

The District may close schools because of inclement weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to close schools, open late or to release students early, all local radio and television stations will be notified by school officials. This information will also be posted on the District's website (www.kerrvilleisd.net).

NAME AND ADDRESS CHANGES

Substitutes must notify the Human Resources Department if there are any changes or corrections to their name, address, phone number, education/certification, qualifications, or assignment changes. These are necessary for checks and W-2's to be mailed to the correct location and for the pay rate to be correct.

NOTICE OF STUDENT WITH A DIAGNOSED SEVERE FOOD ALLERGY

This school district has students who have been diagnosed with a severe food allergy. A severe food allergy is an allergy that might cause an anaphylactic reaction. An anaphylactic reaction is a serious allergic reaction that is rapid in onset and may cause death. You must check the appropriate substitute folder provided by the classroom teacher for information regarding whether specific students in the class have been diagnosed with a severe food allergy. All health information is confidential. If there is a student with a diagnosed food allergy in the class, please contact the campus nurse for procedures on food allergy management.

STUDENT ATTENDANCE AND STUDENT DISCIPLINE

Substitutes should be familiar with the District's policies and procedures for attendance accounting. 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.

STUDENT RECORDS

The District shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in the District shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. The District shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information. 34 CFR 300.623 (See FL(LEGAL))

ADMINISTERING MEDICATION TO STUDENTS

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. (See FFAC(LEGAL) and FFAC(LOCAL))

SUBSTITUTE TEACHER RESPONSIBILITIES

Upon arriving on campus for a teaching assignment, report to the 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.

The substitute teacher is expected to perform all the duties of the regular teacher unless the Principal releases the substitute from a particular responsibility. These duties may include dismissal duty, hall duty, or other special duties assigned by the campus administrator. If needed, substitutes may also be reassigned to a different classroom. 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. The substitute teacher is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in attire and avoid extremes.

The following items should be observed as preparation before the day begins:

- Become familiar with the procedure for checking class rolls, lunch schedule, and

rules for emergency fire and disaster drills.

- Information will be provided by the campus regarding attendance-taking procedure. Do not allow students to take attendance.
- Review lesson plans prepared by the regular teacher and locate materials for carrying out the assignment.
- As a means of creating the appropriate classroom climate, the substitute teacher should introduce himself/herself to each new group of students with whom he/she has contact throughout the day.
- Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers. Your attitude and professionalism will have a great deal to do with your acceptance by the faculty and the students and your ability to continue serving as a substitute in Kerrville ISD. Be professional at all times.
- Do not expect to leave the classroom for personal telephone calls; messages will be taken and delivered to you. Do not leave your cell phone on during duty hours. Personal phone calls using a cell phone are not allowed during duty hours.
- It is important that the regular teacher be informed of the material covered during his/her absence. As you prepare your daily summary, report only that which is necessary and remember not to criticize the regular procedures.
- At the end of the day, leave the room neat and orderly. Return all keys to the campus office and check to determine the need for further service.
- Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher.
- The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher.
- Substitute teachers are responsible for the pupils, equipment, and materials assigned to their care.
- Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.
- A SUBSTITUTE TEACHER MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.
- A SUBSTITUTE TEACHER SHOULD NEVER PHYSICALLY HANDLE A STUDENT. IF THE SITUATION REACHES THIS LEVEL OF INTENSITY, A SUBSTITUTE TEACHER SHOULD CALL FOR THE ASSISTANCE OF A CAMPUS ADMINISTRATOR.
- A SUBSTITUTE TEACHER SHOULD NEVER LEAVE THE CLASSROOM UNATTENDED.
- When individual pupils cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the campus administrator with a discipline slip or note explaining the circumstances.
- Firm, fair treatment of all students, combined with explicit explanations and directions, will prevent many disciplinary problems.
- The substitute teacher should leave the regular teacher a brief summary of the day's activities. This summary may explain student attendance and/or behavior or

any other information that may be helpful to the teacher.

- A substitute teacher should not permit a student to leave the school grounds without checking with the campus administration. All materials and equipment should be returned to the proper authority before a substitute leaves campus.

CAMPUS RESPONSIBILITY

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. The substitute will be made aware of routine information such as special duties or assignments, absentee reports, dismissal times, etc. The substitute should be informed of the procedure for attendance reporting.

TEACHER RESPONSIBILITY

The substitute will be provided with the following:

- Lesson plans for each class
- Class rolls
- Student seating chart and key, if necessary

Whenever the regular teacher anticipates an absence, he/she should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. 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 administrator. The teacher will prepare a written evaluation of the substitute teacher for the day.

ACCESS TO THE INTERNET

Substitutes may sign a Substitute Responsible Use Policy (can get from a campus office) to receive internet access while on campus. The signing of the Policy must be completed each school year. Substitute teachers should not access the Internet for personal reasons. Students may access the Internet for instructional purposes only. Student use should be closely monitored.

STUDENT ILLNESS/ACCIDENT

In cases of illness or minor accidents, substitutes should send the student to the nurse's office. For serious accident or injury, send another student to notify the school nurse or campus administrator.


SAFETY PROTOCOL

KISD uses the Standard Response Protocol (SRP) as indicated on the poster below. Every classroom or office will have this posted. It is important you become familiar with the language used in each situation.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.


LOCKOUT! Get inside. Lock outside doors.

<p>STUDENTS Return inside Business as usual</p>	<p>TEACHER Bring everyone indoors Lock outside doors Increase situational awareness Business as usual Take attendance</p>
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LOCKDOWN! Locks, lights, out of sight.

<p>STUDENTS Move away from sight Maintain silence Do not open the door</p>	<p>TEACHER Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Take attendance</p>
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EVACUATE! To the announced location.

<p>STUDENTS Bring your phone Leave your stuff behind Follow instructions</p>	<p>TEACHER Lead evacuation to location Take attendance Notify if missing, extra or injured students</p>
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SHELTER! Hazard and safety strategy.


<p>STUDENTS</p> <table border="0" style="width: 100%;"> <tr> <td>Hazard</td> <td>Safety Strategy</td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground	<p>TEACHER Lead safety strategy Take attendance</p>	
Hazard	Safety Strategy											
Tornado	Evacuate to shelter area											
Hazmat	Seal the room											
Earthquake	Drop, cover and hold											
Tsunami	Get to high ground											



HOLD! In your classroom. Clear the halls.


<p>STUDENTS Remain in the classroom until the "All Clear" is announced</p>	<p>TEACHER Close and lock classroom door Business as usual Take attendance</p>
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STANDARD RESPONSE PROTOCOL EXTENDED

TEXAS STATE
Texas Science Safety Centre



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PERFORMANCE EVALUATION

- The regular teacher will prepare a performance evaluation for each substitute in their classroom.
- A campus administrator may request that a substitute not be allowed to continue to accept assignments for a specific teacher, department, or group due to poor performance. A campus administrator may also request that a substitute not be allowed to continue to accept assignments at their respective campus due to poor performance.
- Substitute teachers who receive negative evaluations from campus administrators within the school year will not be allowed to substitute until such time as the concerns are appropriately addressed by Human Resources. The substitute may be terminated if the concerns cannot be addressed. Please note that previously scheduled assignments during this period may be cancelled until the issues are resolved.

TIPS FOR SUCCESSFUL SUBBING

- Arrive early if at all possible.
- Remember that substitute teachers are held to the same ethical and legal standards as regular classroom teachers.
- If you are very young—newly out of college—you may want to stick with subbing at elementary and middle school.
- If you want to work often, make yourself known at each school office. Ensure that each secretary has you on the Sub List and that your telephone number is correct. Visit or call frequently to check with the secretary for upcoming sub needs.
- Get to know each school's secretary.
- If you want to do extended, long-term subbing, make it known. Bring your resume to the secretary and/or assistant principal of each school in the district and make yourself known as a capable teacher. Be sure he or she knows your area of expertise. Tell teachers with whom you work, too. Make sure they think to request you if they must take extended leave. It wouldn't hurt to give them a business card if you have one.
- Say "yes" to job offers as often as possible, especially during your first months on the sub roster.
- Get to know the names of at least a few key teachers and students as soon as possible.
- Dress neatly and professionally. And, if you want to be considered for hire as a regular teacher, subbing provides a way to show administrators that you're a pro. Avoid being "trendy" or wearing what the students wear. Err on the side of conservative attire.
- Introduce yourself to teachers and don't be afraid to ask them to request you the next time they need a sub.
- Form solid working relationships with regular classroom teachers, follow their rules, and leave their classrooms neat and you will be requested over and over.
- It is important to keep perspective and remember that nothing that can happen in the classroom should shake you so emotionally that you break down. You are in control.
- Beware the bladder emergency epidemic. The students you let out of the classroom are still your responsibility. A good rule of thumb is to let only one student out of class at a time with a

hall pass of some sort. When that student returns, another may go.

- Always, ALWAYS, follow the classroom teacher's lesson plans (or whatever substitute instructions they have left). The top complaint from teachers about substitutes is that they do not follow the lesson plans.
- Take time before school to review material that is unfamiliar. If that still does not help, try to find another teacher who will explain it to you. Neighboring teachers can be and are willing to be helpers in interpreting rules, in understanding lesson plans, and in class management.
- Leave a note for the teacher at the end of the day. Let the classroom teacher know how the day went. Did the students struggle with a lesson? If so, let the teacher know. Did the students have fun with an activity? Again, let the teacher know. Remember to include the positives of the day as well as the negatives.
- Make sure the room is in order before leaving. A common complaint is that the teacher can never find books and papers when they return. Try to stack handed-in assignments in a neat and organized manner where the teacher can easily find them. Put all books where they were at the start of the day. Be sure the room in general looks orderly.
- Speak and act professionally. This commands respect from the students. Establish a good "first impression" and immediately establish your behavior expectations.
- Write your name on the board and greet students.
- Stand at the door of your classroom between periods.
- Use positive rather than negative requests and suggestions.
- Be respectful of your students. They need patience, consistency, good judgment, and a sense of humor!
- When your day is finished, check out through the office.

Human Resources Contacts

Benefits

Dee Dee Sheridan, Benefits Coordinator

(830) 257-2200 Ext. 1037 Deedee.sheridan@kerrvilleisd.net

Technology

Paige Larranaga, Technology Dept. Secretary

(830) 257-4883 Ext. 1115 paige.larranaga@kerrvilleisd.net

Personnel

Lydia Rodriguez, Personnel Secretary

(830) 257-2200 Ext. 1018 lydia.rodriguez@kerrvilleisd.net

Payroll

Christina Chacon, Payroll Coordinator

(830) 257-2200 Ext. 1039 christina.chacon@kerrvilleisd.net

- Please refer to the 2023-2024 Payroll Schedule for information on pay dates and pay periods. Contact Ms. Chacon for any questions regarding payroll, check stubs, W4 withholdings, Direct Deposits, etc.

Tivy High School
Phone: 830-257-2208

Shelby Balsler	Principal
Candice Michalek	Associate Principal
Sean Bloomer	Asst. Principal
Aaron Cook	Asst. Principal
Leigh Decker	Asst. Principal
Allison Daggett	Substitute Coordinator

Students' School Day: 7:45 – 3:40

1. Please arrive to campus to by 7:30 and check in at the office.
2. Park in the staff parking lot on the south end of campus.
3. Teach the lessons prepared and outlined by the teacher. All instructions and materials readily available on the desk. If you are unable to find the needed materials, please contact the front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
 - a. To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
 - b. If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

Hal Peterson Middle School
Phone: 830-257-2204

Dr. Sonerka Mouton	Principal
Rose Gonzales	Associate Principal
Joe Davis	Asst. Principal
Ken Noles	Asst. Principal
Carri Morgan	Principal's Secretary
Maggie Welch	Office Secretary

Students' School Day: 8:15 – 4:00

1. Please arrive to campus by 8:00 a.m. and check in at the office.
2. Park in the parking lot at the front of the school.
3. Teach the lessons prepared and outlined by the teacher. All instructions and materials readily available on the desk. If you are unable to find the needed materials, please contact the front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
 - a. To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
 - b. If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

Daniels Elementary School
Phone: 830-257-2208

Jeremy Green	Principal
Dana Nathanson	Asst. Principal
Sharon Harris	Principal's Secretary
Linda Salazar	Office Secretary

Students' School Day 7:45-3:15

1. Report to the office by 7:30 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15 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 mentor teacher will advise the substitute of unique features of the day and help decode the sub plans for the day, if needed.
4. Maintain established routines and procedures of the school and classroom as much as possible.
5. Teach the lessons prepared and outlined by the teacher.
6. If time permits, leave a note about work completed for the teacher.
7. Leave the classroom and desk in good order.
8. Report to the office at the end of the teaching day.

Starkey Elementary School
Phone: 830-257-2210

Jenna Wentrcek	Principal
Aubrey Davila	Asst. Principal
Cecilia Rodriguez	Principal's Secretary
Amber Lee	Office Secretary

Students' School Day 7:45-3:15

1. Report to the office by 7:30 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15 minutes before you are scheduled to teach.
2. Please park in the parking lot off of Harper Road.
3. Consult with the grade chairperson at the grade level you are substituting. The grade chairperson will help you, if necessary.
4. Attendance is taken and sent to the office at 10:00 a.m.
5. Maintain established routines and procedures of the school and classroom as much as possible.
6. Teach the lessons prepared and outlined by the teacher.
7. If time permits, leave a note about work completed for the teacher.
8. Leave the classroom and desk in good order.
9. Report to the office at the end of the teaching day and, if needed/available, verify if you are able to work the following day.
10. Report to the office at the end of the teaching day.

Nimitz Elementary School
Phone: 830-257-2209

Julie Johnson	Principal
Neal Raphael	Asst. Principal
Cynthia Villarreal	Principal's Secretary
Sandra Garces	Office Secretary

Students' School Day 7:45-3:15

1. Report to the office by 7:30 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15 minutes before you are scheduled to teach.
2. Park in the parking lot at the front of the school.
3. Consult with the grade level chairperson for the grade in which 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.
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. Follow all campus and district policies, and procedures to which regular teachers are subject.
7. Write a note about work completed at the end of each teaching day and leave it for the regular classroom teacher.
8. Report to the office at the end of the teaching day.

Tally Elementary School
Phone: 830-257-2222

Gena Carpenter	Principal
Stephen Schwarz	Asst. Principal
Linda Barecky	Principal's Secretary
Holly Cripps	Office Secretary

Students' School Day 7:45-3:15

1. Report to the office by 7:30 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15 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. Take attendance by 10:00 a.m.
4. Supervise students throughout the entire class time.
5. Maintain, as fully as possible, the established routines and procedures of the school and classroom.
6. Teach the lessons as outlined and prepared by the absent teacher.
7. Follow all campus and district policies, and procedures to which regular teachers are subject.
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 at the end of the teaching day.

Early Childhood Center
Phone: 830-257-1335

Kim Kothmann	Director
Janet Holcomb	Director's Secretary
Nikki Rodriguez	Office/Coordinator's Secretary
Leslie Gongora	Coordinator
Traci Walker	Coordinator

1. Park in the parking lot adjacent to Third Street.
2. Report to the office by 7:30 a.m. if you are teaching the full day. If you are teaching a partial day, report to the office 15 minutes before you are scheduled to teach. After the children leave (HS – 2:00 p.m. and PK – 3:00 p.m.), substitutes remain on campus 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. Student attendance is taken at 9:00 a.m.
5. A 30-minute duty-free lunch is afforded each instructional staff member. 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. Report 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.