



# **SUBSTITUTE ORIENTATION**

Northside Independent School District

# **SUBSTITUTE ORIENTATION SLIDE PRESENTATION**





# **WELCOME SUBSTITUTES**



**Human Resources Substitute Office**  
**210-397-8600**

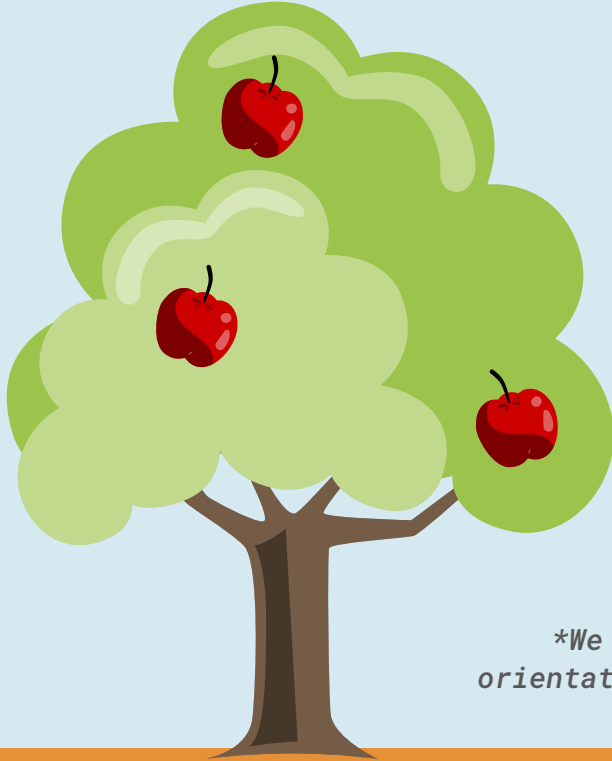
<b>Director of Human Resources Classified / Auxiliary / Substitutes</b>	<b>Kittiya Johnson</b> - kittiya.johnson@nisd.net
<b>Lead Technician Administrator Inquires / Campus Request</b>	<b>Brenda Aguilar</b> - brenda.aguilar@nisd.net
<b>Substitute Technician (A-L)</b>	<b>Leticia Perez</b> - leticia.perez@nisd.net
<b>Substitute Technician (M-Z)</b>	<b>Theresa DeLeon</b> - theresa.deleon@nisd.net



<https://www.nisd.net/hr/substitutes>



# OVERVIEW



NISD District Policies and Procedures



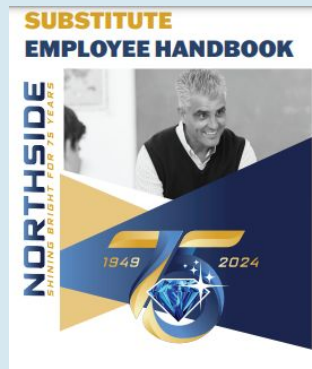
How to use the Automated SmartFind Express System used for substitute jobs/assignments



NISD Employee Portal - Email access & Employee Self Service features

*\*We will provide two 15 minute breaks during this orientation; to avoid missing out on important information please utilize those breaks accordingly.*

# SUBSTITUTE HANDBOOK



## Handbook Link

<https://nisd.net/employees/departments/administration/documents/applications>

The handbook includes information about the substitute position. It may be subject to change at any time during employment.

## Acknowledgement and Assurance

This form is provided within the new hire packet. It must be reviewed & signed; this indicates that you agree to abide by all NISD policies.



## LETTER OF REASONABLE ASSURANCE

The Texas Workforce Commission prevents school district employees from collecting unemployment benefits based upon their school wages during any period in which work is not available between academic terms or semesters, or during a school break, if there is “reasonable assurance” that the employee will be able to return to such employment in the following academic term or semester, or following the end of the break. Hence, school employees may not collect unemployment employment benefits based upon their school district wages during holiday breaks, or over the spring or summer breaks, or during other breaks in the school year, as long as there is reasonable assurance that the employee will return to the school’s employment following the break.

Per NISD, the letter of reasonable assurance is provided to all full time and part time employees, including substitutes that are not on a contract or not scheduled to work all year.

## ANNUAL REACTIVATION

An email will be sent out to all active substitutes during the month of June. This is called our annual reactivation. This email is extremely important especially for those who wish to continue to sub for the following school year. The email provides detailed information to review and acknowledge along with instructions to follow to reactivate your substitute status. If you do not complete the reactivation process, you will be required to re-apply for a substitute position.

# PAYROLL INFORMATION

-NISD pays all employees via direct deposit. A voided check **OR** bank authorization form **MUST** be presented to set up direct deposit.

-Logging into the NISD employee portal allows employees to access Employee Self Service or ESS to view/update their personal information, W-4 information and view pay stubs.

(REMINDER-Allow 14 business days from today before login attempt)

<http://nisd.net/ess/>

-Substitutes are paid on a bi-weekly basis.

-The pay schedule is included in the quick reference packet provided.



For information regarding W-4, W-2, direct deposit OR other payroll inquiries, please contact the payroll department directly at 210-397-8675 or email:

**payroll.issue@nisd.net**





## EMPLOYEE IDENTIFICATION BADGE

Substitute ID Badges must be worn **AT ALL TIMES** when working as a substitute.

- It must be worn where it can be plainly viewed.
- **DO NOT** put in your pocket or clip to your waist/belt.

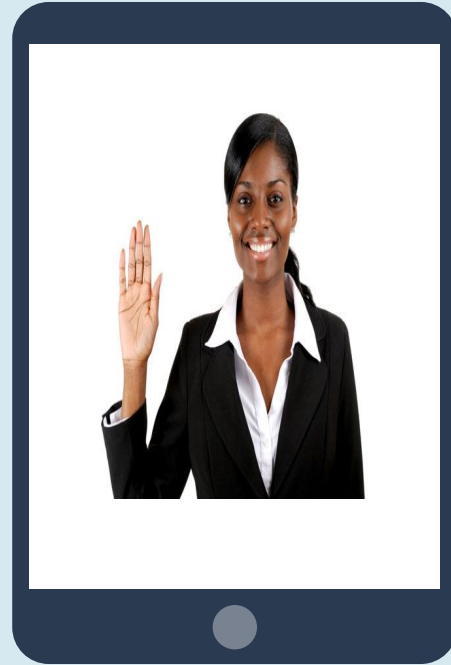
- **DO NOT** clip it to a briefcase or purse
- **DO NOT** deface the badge by putting another picture over it, or place a different name on it.

## LOST OR STOLEN BADGES

- Lost or stolen badges **MUST** be reported to the substitute office immediately.
- Contact your HR technician to schedule an appointment to come into the office to obtain a replacement badge using the original picture; a fee of \$10 will be charged per occurrence.
- Please **DO NOT** leave the badge in a vehicle and/or expose it to extreme heat which will deteriorate the badge.

# SUBSTITUTE OATH

"I will use common sense and good judgment when carrying out my duties as a substitute. I understand that while working as a substitute I am responsible for my behaviors and the actions that I take, regardless of whether or not these behaviors and actions are included in the Substitute Handbook. I further understand that all of my actions will place the safety, well-being and academic welfare of the students as my top priorities."



# A DAY IN THE LIFE OF A SUBSTITUTE

- Smart Find Express
- General Information
- Classroom Duties
- Instructional Responsibilities
- Ethical Behavior
- Standards of Conduct
- First Aid
- Important Safety Procedures



# **NISD CELL PHONE POLICY**

## **NISD Trustees approve personal communication device policy**

At a Called Board Meeting on August 12, Northside ISD Trustees approved a policy for personal communication devices to comply with State law.

Students will not be permitted to use personal communication devices—including cell phones, earbuds, and smartwatches—during the school day, which includes during passing periods and lunch.

All devices must be powered off and stored in student backpacks, which will be placed in a designated location in each classroom. Students without a backpack will be asked to turn in their devices to be stored in a secure container within the classroom.

This policy applies to all students at the elementary, middle, and high school levels. Violations could result in progressive disciplinary action.

# STUDENTS WITH SPECIAL NEEDS



## Collaborative Model

- In class support
- Specialized support
- Inclusive of all students

*Substitute Teachers will be expected to teach in this setting, regardless of training and experience.*

- Most special education students can succeed in the general education classroom, if the appropriate level of support is provided.
- Students may need instructional or behavioral assistance from a second teacher or assistant.
- Frequency and intensity of support depends on the individual needs of the student.
- Support and services may be weekly, daily, or as needed.

# SPECIALIZED SUPPORT

- SUBSTITUTE TEACHERS - may work in these settings **ONLY** if they hold a certification in special education **OR** they have completed the NISD special education training(STEDI).
- PARAPROFESSIONAL SUBSTITUTES -may work in these settings **ONLY** if they have verified work experience with special needs students **OR** if they have completed the NISD special education training program (STEDI).

STEDI SE TRAINING IS FREE- DATES AND REGISTRATION INFORMATION IS SENT OUT MONTHLY TO ALL ACTIVE SUBS VIA THEIR NISD WORK EMAIL ADDRESS.

**\*\*IT IS VERY IMPORTANT THAT YOU SET UP AND ACCESS YOUR NISD EMPLOYEE EMAIL ACCT\*\***





# WHAT IS SPECIALIZED SUPPORT?

- Due to severity of disability, students may leave the general education classroom for very intensive and specific instruction by special education teachers and staff, or they may receive instruction in a separate classroom environment.
- The decision to receive specialized support is based on analysis of individual student needs.
- Specialized classes currently include ALE, Autism, ECSE, and BMC classes.
- Specialized location include the Holmgreen Center and the Reddix Center.



# SPECIALIZED SUPPORT SUBSTITUTE ELIGIBILITY

- SUBSTITUTE TEACHERS
  - Hold a valid teaching certificate in Special Education OR
  - Completed the 2-part NISD training program by STEDI Success with Special Needs students.
- PARAPROFESSIONAL SUBSTITUTES
  - Completed the 2-part NISD training program by STEDI Success with Special Needs students.

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# STEDI TRAINING PART I

(COMPLETED ONLINE WITH A PASSING SCORE OF 80%)

- Is a Special Education classroom set up differently from a regular classroom??
- Will I know how to interact with students who have disabilities or special needs??
- Will I be responsible for all the students on my own??
- Will there be special terms and laws I need to know??
- Should I change how I teach??
- How can I make sure I'm meeting students needs??
- Will I know how to work with students who have different kinds of disabilities??
- Will I succeed in a Special Education classroom??

# STEDI TRAINING PART II

COMPLETED IN PERSON

This part of the training will take place at **Northside Activity Center** or **NAC**, located at 7001 Culebra Rd. SA TX 78238. It will consist of a 90 minute interactive classroom instruction that applies the previous learning from the online part 1 STEDI.org training to the Northside classroom setting. It will include the following topics:

- Alphabet Soup--making sense of Special Education Acronyms
- Teaching Strategies for Success
- Accommodations in the Learning Environment
- General Behavior Strategies
- Behavioral Interventions



# STEDI TRAINING PART II

continued...

- Four Principles of Human Behavior
- Getting Students On Task
- Captivate and Redirect
- Check In: Whose Behavior Are We Trying to Control?
- Positive Teacher-to-Student Interactions
- Setting Clear Expectations
- Respond Non-Coercively to Consequential Behavior
- Redirect Student Behavior
- The I Understand Method
- Establish Consequences
- Handling Inconsequential Behavior
- Handling Intense Situations Non-Coercively





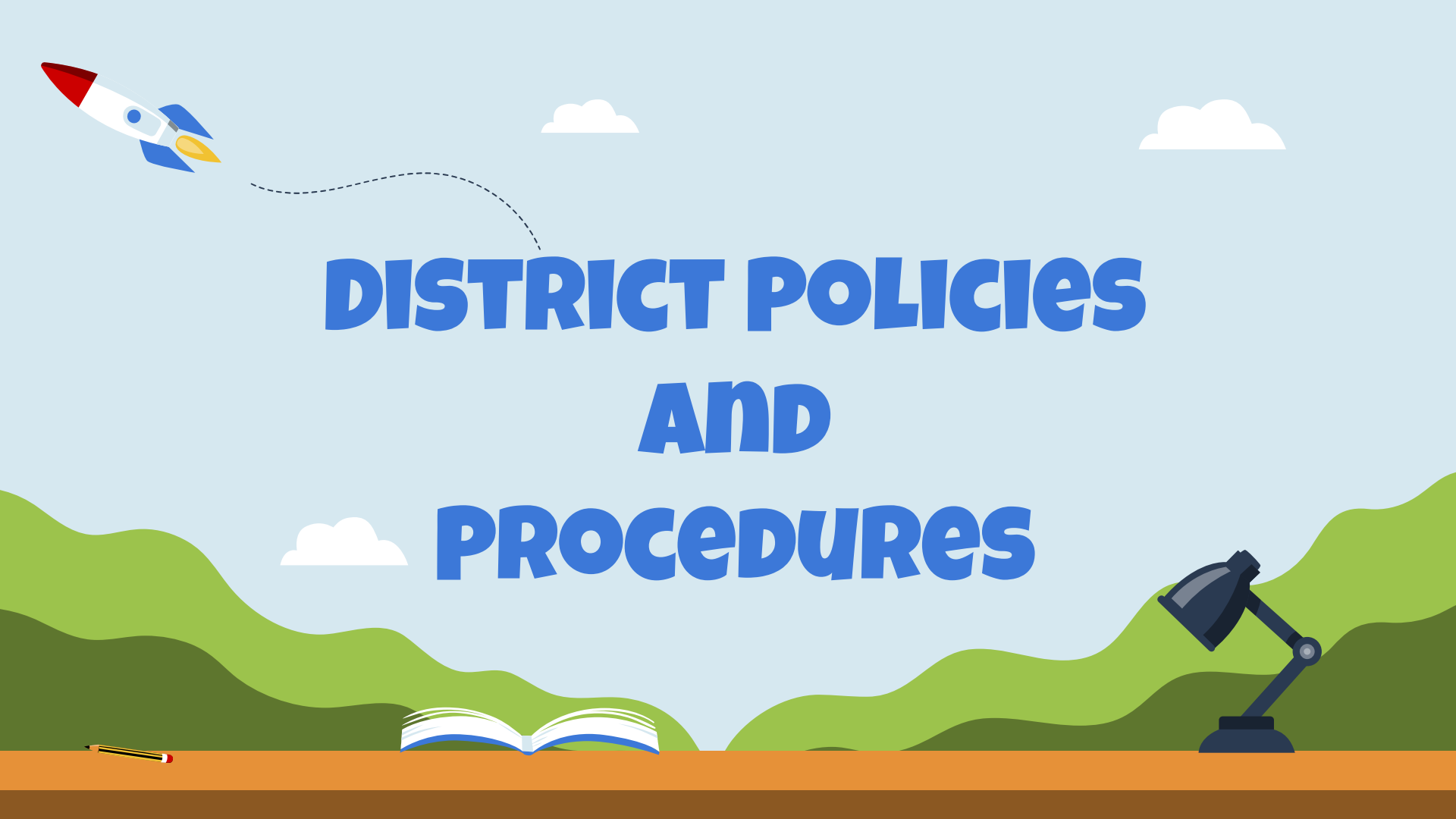
# STEDI TRAINING ADDITIONAL PAY SUPPLEMENT

**SUB TEACHERS** will receive an additional \$10 per day added to their daily rate of pay; \$5 per half day assignment.

**PARAPROFESSIONAL SUBS** will receive an additional \$12 per day added to their daily rate of pay; \$6 per half day assignment.

**NOTE:** *The Special Education daily supplement is only received upon completion of BOTH training sessions (STEDI) when working the following:*

- *ALE, ECSE, BMC, and Autistic classrooms*
- *Assignments at Nellie Reddix OR Holmgreen Centers.*



# **DISTRICT POLICIES AND PROCEDURES**

# ACCEPTABLE USE GUIDELINES

–“Acceptable Use” means the Do’s and Don’ts of using district computers and other computer based technology systems.

-Substitutes are not to use district computers for personal use.



## STUDENT SURVEYS/PERSONAL QUESTIONS

-Substitutes **SHOULD NEVER** conduct unauthorized student surveys for any purpose.

-Personal questions and discussions of a sensitive or private nature should not be included in the teachers lesson plans and should always be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

-Students need to be treated with respect regardless of their ethnic background, or sexual orientation. Finally, substitutes should also refrain from discussing their personal lives with students, especially as it pertains to religion, sexual preferences, and other aspects of their own personal life of no relevance to the instructional content being presented or reviewed.

-All substitutes must refrain from making any comments regarding their political views.



# RELIGION IN SCHOOLS

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to pray, lead prayer, or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students. (Board Policy EMI-Legal)

- No prayer leading
- No Bible, Qu'ran (Koran), or Torah readings
- No Church, Mosque, Synagogue invitations
- No moments of silence for prayer



## PROHIBITED ITEMS



# SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment. (NISD Board Policy DIA-Local)

## FORMS OF SEXUAL HARASSMENT

### Verbal

- Threats or insults
- Offensive comments
- Offensive jokes
- Pressure for dates
- Propositions
- Suggestive comments

### Non-Verbal

- Gestures / looks
- Staring / leering
- Posters / photos
- Drawing of a sexual nature
- E-mails
- cartoons

### Physical

- Cornering
- Pinching
- Grabbing
- Touching
- Assault
- Hugging
- kissing

**If it is unwelcomed or offensive - regardless of the intent - it is SEXUAL HARASSMENT**

# ARREST & CRIMINAL HISTORY

## Arrests and Criminal History (DC local)

All applicants for substitute employee positions undergo criminal history background checks prior to employment. In addition, after you have been hired, if you are arrested for any reason, that arrest is reported to Human Resources.

### **FAILURE TO REPORT THE ARREST MAY RESULT IN IMMEDIATE TERMINATION.**

Northside employs the three-day rule. If you are arrested (not convicted) for ANY crime, at any time while employed by Northside, **you must notify the Substitute office within three (3) days of the arrest.**

- **Email notification is required to:**  
[Brenda.Aguilar@nisd.net](mailto:Brenda.Aguilar@nisd.net)

# SEARCHES & DRUG TESTING

- Non- investigatory searches in the workplace may be initiated while you are working as a substitute.
- Desk, file cabinets, and work areas may be searched
- The district reserves the right to conduct a search if there is reasonable cause to believe there is misconduct. This may include Drug and Alcohol Testing.
- The district may search the employee, the employee's personal items, and work areas including technology resources, lockers, and private vehicles parked on district work sites or used in district business.

# COMPLAINTS & GRIEVANCES

The purpose of Policy DGBA (Local) is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Additionally, since many employee concerns can be more effectively resolved through direct communication with the immediate supervisor, or through channels provided for communication with senior staff, than by resorting to this official process for presentation of complaints, the Board expects employees to take full advantage of those less formal processes when they are appropriate.

- **PLEASE REFER TO THE  
SUBSTITUTE EMPLOYEE  
HANDBOOK FOR  
COMPLETE POLICY AND  
ADDITIONAL  
INFORMATION**



# CHILD ABUSE & NEGLECT




State law and Board Policy FFG and FFG (LOCAL) require a non-accusatory report of suspected child abuse.

A person commits a **Class B misdemeanor** if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to make a report within 48 hours of the event that led to the suspicion of abuse or neglect. (*Texas Family Code 261.109*)

The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense. (*Texas Family Code, Section 261.101*)

A person reporting or assisting in the investigation of a report pursuant to the law is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report. (*Texas Family Code 261.106*)

School staff should be alert to signs or symptoms suggesting child abuse (e.g., unexplained bruises, cuts, burns, welts). Students' comments are often the key to discovering suspected neglect or emotional or sexual abuse.



# CHILD ABUSE & NEGLECT PROCEDURES

1. When an employee first suspects abuse, the employee should take the child to the nurse to document suspected abuse.

- The principal is to be informed of the situation.
- If the principal is not available, then notifying the Associate Principal or Assistant Principal is acceptable.

2. The employee must then make a report (oral report) to the Child Protective Services Division of the Department of Protective and Regulatory Services (formerly Department of Human Services).

- This must be done as soon as possible, **but no later than 48 hours** after suspecting the abuse.
- The phone number is 800-252-5400 or online <http://www.dfps.state.tx.us/Training/Reporting/online.asp>

3. The employee and nurse then collaborate to complete and file the written report.

4. The original written report must be sent to Child Protective Services.

- A copy of the report shall be kept on campus and one copy forwarded to the Health Services Department.

JENNA'S LAW VIDEO

# REPORTING A CRIME

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.





# STUDENT SAFETY & CAMPUS SECURITY

SUICIDE AWARENESS VIDEO

Lock Down and Emergency Procedures



# QUICK REFERENCE GUIDE

This guide is provided for you to refer to for assistance with **ANY** of the following:

- **Smartfind Express (SFE)** - Detailed instructions on how/where to access the system, how to maneuver through it to view/update your campus locations, assignments, profile, availability and notifications.
- **NISD Employee Portal** - Details on how to access/register AND who to contact for assistance with accessing the portal.
- **Employee Self Service** - Details on how to access in general as well as when you are not on campus.
- **District Map of Schools**
- **Substitute Bi-Weekly Pay Schedule**
- **Substitute Work Hours** - Including early release hours
- **Long Term Substitute Information**
- **substitute Status Level & Pay Rates** - Status level upgrade information.

We ask that you please carry this reference guide with you when working your assignments, it will assist you in your moment of **NEED**. The SUB office is always here to help you if for any reason you simply cannot find an answer to your question. Please understand that we currently oversee 3000+ substitutes for the district and assist **ALL** other district employees with the Smartfind System. Again, email works best.

# SMARTFIND EXPRESS online SYSTEM (SFe)

- The system **MUST** first be accessed over the phone for registration.
- To login online, you will use your access ID (Employee number without the "e" and without the leading zero) along with the PIN number that you set up when registering via telephone. The PIN must be 6-9 digits in length.
- If you forget your **password**, you must click on the link **"Forgot Password"**. Once it opens to another page, enter the information it asks for and you will get an email with instructions on how to reset your password.

If at any time you need to reset your PIN, please log into your SFE account and reset it under your profile settings.

**\*\*If you need additional SFE assistance please contact your assigned HR Substitute Technician.**

**It is highly recommend that you reset the PIN by logging into the SFE website.**

**PLEASE NOTE:** We **DO NOT** have access to your PIN number that you had originally set up. We will simply reset it with a temporary one.

**Refer to the Quick Reference Guide provided to you for further detailed SFE information.**



## I'm Finished With Substitute Training - Now What??

- Register and set up your Smartfind (SFE) Account **TODAY!** You may begin working assignments as soon as you register for your SFE account.

**NOTE:** If a campus cannot immediately locate you in the SFE system please ask them to try again the very next business day (SUBS are able to work as long as they have completed SFE registration).

***\*\*REMINDER FOR INFO BELOW -Please allow 14 business days from todays training to be fully processed in the system to access the NISD employee portal and the ESS system.***

- Setup your employee E-Mail account by logging into the NISD employee portal
- Access/View your Employee Self-Service or ESS account



# **THANK YOU FOR ATTENDING TODAY'S ORIENTATION**

Please reach out to your assigned technician if you need assistance.  
Email works best.