

Substitute  
Training

Please sign in.



Lago Vista ISD

# New to being a Substitute Teacher in LVISD?



- 1) Apply Online
- 2) Complete background check
- 3) Get fingerprinted
- 4) Set up an appointment with Lacolla Harper (lharper@lagovistaisd.net)

In 30 days or less, you will be ready to sub!

## Job Openings

### Professional / Certified

#### LV High School (9-12)

- [Spanish Teacher](#)

#### LV Middle School (6-8)

- [Science Teacher](#)

#### LV Intermediate (4-5)

- [4th Grade Math/Science Teacher](#)

#### LV Elementary (PK-3)

- [Special Education Teacher](#)
- [2nd Grade Teacher](#)

#### Other

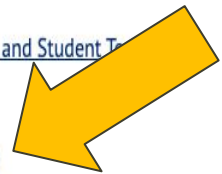
### Educational Aides / Other

#### All Campuses/Locations

- [Caregiver \(Part-Time\)](#) - Little Vikings
- [Caregiver](#) - Little Vikings Toddler Class
- [Educational Aide](#) - LVMS
- [Educational Aide FAC](#) - LVHS
- [ECSE Educational Aide](#) - LVES
- [Grounds/Maintenance](#)
- [University Interns, Observers, and Student Teachers](#)

#### Substitute Teaching

If you would like to apply to substitute in the District, [click here for more](#) and to begin the online application.



# ICYMI

Want to stay up-to-date on what's happening in the district and on the campuses?

Download the Lago Vista ISD District app...it's free!

GET TICKETS  
ONLINE

or download the  
**HOMETOWN  
FAN APP**

Download  
the Free  
District  
App

Google play

Available on the  
App Store

# Campus Information

Campus	LVES	LVIS	LVMS	LVHS
Principal	Kerri Walker	Bonnie Sullivan	Eric Holt	Stu Taylor
Asst. Principal	Brandi Sharrock	n/a	Kimberly Bentley	Missy Howard & David Hilsenteger
Sub Coordinator	Bree Makowichuk	Gabby Mercado	Sue Kunze	Kellie Berry
Grades	Pre-K – 3rd	4 <sup>th</sup> – 5 <sup>th</sup>	6 <sup>th</sup> – 8 <sup>th</sup>	9 <sup>th</sup> – 12 <sup>th</sup>
Office Hours	7:15–3:50	7:20–3:45	8:00-4:45	8:00–4:45
School Day	7:45-3:20	7:40-3:15	8:40-4:15	8:40-4:15
Address	20311 Dawn Dr. Lago Vista, TX 78645	20801 FM 1431 Lago Vista, TX 78645	8039 Bar-K Ranch Rd. Lago Vista, TX 78645	5185 Lohman Ford Rd. Lago Vista, TX 78645
Phone	512-267-8300, ext. 4500	512-267-8300, ext. 3500	512-267-8300, ext. 2500	512-267-8300 ext. 5500

# Campus Sub Coordinators

- **Elementary School:** Bree Makowichuk
- **Intermediate School:** Gabby Mercado
- **Middle School:** Sue Kunze
- **High School:** Kellie Berry

# Whole Day/Half Day Guidelines

- More than four hours = whole day
- Less than four hours = half day - ***Please check with Campus Sub Coordinators to verify start times for half day jobs.***
- If you're originally scheduled for a half day assignment but work long enough to qualify for whole-day pay, you're expected to teach additional classes or perform other duties within reason if requested by the principal/designee.
- Substitute Teachers have same reporting times and ending times as teachers

# Reporting to Work

- Arrive in time to review your lesson plans for the day.
- Check in with the Campus Sub Coordinator when reporting for work.
- If you can't fulfill a scheduled assignment, contact the Campus Sub Coordinator at that campus as soon as possible.
- No reminder calls or notices for scheduled jobs are given.
- At the close of the school day, check with the Sub Coordinator.

# Job Description

- Observe the same code of ethics as regular LVISD employees.
- Maintain a professional attitude.
- Avoid individual criticism of ANY teachers or ANY schools.
- Direct all complaints or reports to the campus principal.



# Responsibilities & Duties

- Respect the students in action, tone, word choice, and reaction
- No profanity
- Hall passes (E-Hall Pass at LVMS and LVHS)
- <https://vimeo.com/734323361/7463eb3d6a>
- Enforce all school rules
- Follow the teacher's sub plans as closely as possible
- Report any unusual happenings to the principal
- No cell phone when you're with students
- Never leave students unattended
- Always leave the teacher a note!
- Leave the classroom as you found it

# Dress Code and Appearance

- Dress in a manner that reflects the high standards that we hold for ourselves as educators. When a visitor enters a campus, classroom, or work area, it should immediately be clear who the professionals are.
- Different clothing may be appropriate under certain circumstances and for different work assignments. You will be notified of this when you accept an assignment.
- If you have doubts about your attire, it is probably best not to wear it.

# Extra Duties

- You will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty or other special duties assigned by the principal.
- You are required to stay for the entire day and fulfill all duties unless released by an administrator.
- Substitutes on long term assignments may be required to attend faculty meetings or grade level meetings in the place of the regular teacher.



# Classroom Management Tips

- Greet students at the door.
- Know the lessons you will present, at what time you present, and the method you will use.
- Your presence, stature, and tone of voice affect the reaction of a class to you.
- Carefully observe pre-scheduled routines (homeroom, breaks, lunches, etc.).
- Don't threaten – provide obtainable goals with enforceable consequences.
- Be consistent and fair.
- Stand when presenting a lesson and walk around to monitor behavior.

# Classroom Management Tips

- Reprimands should be private.
- If, after several attempts at positive redirection, a student continues to disrupt the learning environment for other students, you may send the student to the office with a note explaining the details of the inappropriate behavior and attempts at redirection. **Do not leave the class** to escort the student to the office personally. **Do not touch the student** to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom emergency call button, phone, or responsible student.
- For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description.

# School Safety is a Priority

- Lago Vista ISD is committed to providing a safe and secure learning environment for our students and staff.
- We will discuss our safety strategies, which can be divided into two categories:
  - Mitigation
  - Preparedness
- We will also discuss some safety “non-negotiables” for the 2023-2024 school year.

# Mitigation Strategies

- **Safety and Security Audits**
  - Regular school district safety and security audits
  - Lago Vista ISD reports results to the Texas School Safety Center (TxSSC), as required.
  - Will grow more rigorous this year with unannounced intruder detection audits
- **Safety and Security Committee**
  - Comprised of district staff, campus staff, community partners, and parents
  - Provides guidance on many areas related to safety and security, including emergency planning, drills, training, and safety assessments
  - Meets regularly throughout the year



# Mitigation Strategies

- **Raptor Visitor Management System**

- Helps schools know precisely who is on campus
- Each visitor's information is screened against the sex offender registry and custom databases, including those with custody orders and banned visitor status
- **Teachers will now use Raptor Management System to keep track of students throughout the day and during emergencies! Substitute Teachers will have a buddy teacher when on campuses in the event of a drill/emergency.**



- **State-of-the Art Security Cameras with Centralized Management**

- All facilities have high resolution security cameras positioned strategically to provide broad coverage.
- Dashboard that features footage from across the District in a single location with secure access granted to local law enforcement. Proactive security alerts and advanced search filters (e.g., license plate detection)

# Mitigation Strategies

- **Bark for Schools Content Monitoring**
  - Content monitoring for Google Workspace
  - Scan emails, chats, and files for signs of serious issues like suicidal ideation, threats of violence, bullying, and more
- **StayALERT Anonymous Reporting System**
  - Bilingual, confidential website, e-mail, phone and texting avenue for students, teachers, staff, parents and community members to be able to confidentially report unsafe behaviors, suspicious activities, bullying, acts of violence, harassment, and a host of other potential disruptors to school safety
  - Reportable information will be forwarded in a timely manner to a pre-designated District-level official or law enforcement, depending on the report

# Mitigation Strategies

- **WatchDOGS Program**

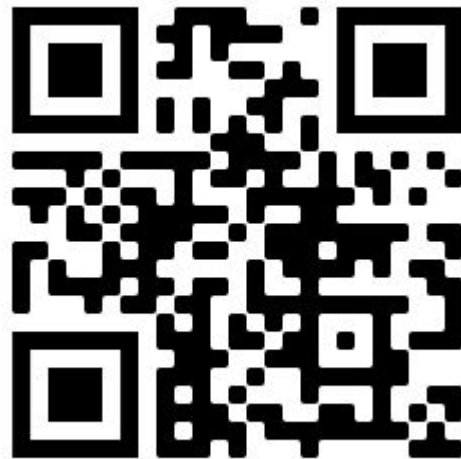
- Currently at Lago Vista Elementary School
- Two primary goals of the WatchDOGS program:
  - To provide positive male role models for the students, demonstrating by their presence that education is important.
  - To provide extra sets of eyes and ears to enhance school security and reduce bullying.

# Preparedness for Emergencies

- While our focus is on preventing and mitigating as many issues as we can, we also want our students, staff, and substitutes to be prepared to respond in case an emergency situation arises.

# Preparedness for Emergencies

- Lago Vista ISD's Emergency Operations Plan has been summarized into our Lago Vista ISD Emergency Procedures.



# Standard Response Protocol (SRP)

- Lago Vista ISD has adopted the Standard Response Protocol (SRP), which provides common language around five protective actions campuses can take when an emergency arises.



**HOLD**



**SECURE**



**LOCKDOWN**



**EVACUATE**



**SHELTER**

# Standard Response Protocol (SRP)

- **Hold:** Action schools will take when hallways need to be cleared; subsequent bells and any/all scheduled class changes are disregarded.
- **Secure:** Action schools will take to secure school buildings and grounds during incidents that pose a threat or hazard outside of the school building.
- **Lockdown:** Action schools will take to secure school buildings and grounds during incidents that pose an immediate threat in the school.
- **Evacuate:** Action schools will take to quickly move students and staff to safer locations outside of the building.
- **Shelter:** Action schools will take to quickly move students and staff, for an extended period, because it is safer inside the building than outside (i.e., weather, hazardous material release).

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



# Safety Non-Negotiables

- Locked Instructional Doors at all times (No Magnets). Your Campus Sub Coordinator will give you a key to your classroom upon check-in.
- No Propping of Exterior Doors...Period.
- All visitors must check in through Raptor and have a badge...period.

# Safety Non-Negotiables

- Staff and Substitute IDs Must Be Worn and Must Be Visible
- Take Attendance Without Fail
  - We must know who is and isn't here.
- See Something, Say Something
  - Report safety concerns immediately.
- Annual safety training for all LVISD staff (including substitute teachers)

# Food Allergies

- No sharing of food
- No food allowed at recess
- Allergy Door Cards
- Epi-Pens / Benadryl – look for listing in sub plans
- Hand washing after lunch for some classes

# Keepin' it to ourselves - Germs

- For the safety of the children and staff, treat all bodily fluids as though they are contaminated
- All bleeding cuts must be covered with a dressing
- All bloody noses and teeth that have come out go to nurse to control the bleeding
- Remind kids not to cough in their hands, use their elbows
- Frequent washing is critical

# Heimlich Maneuver

- Choking is one of the leading causes of injury & death in small children
- Not just caused by food, can happen anywhere



# Diabetes

## Diet:

- Students can eat any food they like, as long as the nurse knows ahead of time and can adjust their insulin dose

## Testing:

- Students can go to the nurse any time they say they don't feel well, but must be accompanied by another student for safety \*\*

## Symptoms to be alert for:

- Drowsiness, irritability, sweaty, shaky, thirsty, disoriented, nauseated, frequent restroom trips

# Asthma

- Can be life-threatening - be aware of which children to be watchful of, especially at recess and PE.
- If they say they feel short of breath, let them go to the nurse with another student or call the nurse to come to your location.
- Often asthma symptoms do not involve wheezing but instead show up as a frequent dry hacking cough

# Lice, Lice, Baby

- If they are scratching their head... discreetly send them to the nurse to be checked.
- If you see moving specs in their hair.... discreetly send them to the nurse to be checked.
- Avoid head-to-head activities and hugging. Do not allow sharing of any hats, bows, barrettes, hoodies, nap blankets
- Children with live lice are no longer allowed to be sent home. Parents are notified a treatment is needed and they choose if they want to pick them up early.



# Student Illness or Accident

## Student Illness

- If a student becomes ill while at school, send him/her immediately to the nurse/office with a student escort. Do not try to diagnose or take care of a student's medical problem yourself. **Do not leave the classroom.**

## Student Accident or Injury

- An administrator should be summoned immediately. **Do not leave the classroom.**
- Under no circumstances should a substitute teacher/educational aide administer medication to a student.

# Reporting a Substitute Accident

- Report an accident (regardless of its seriousness) immediately to the team leader/departement chair or principal.
- A thorough investigation of each accident involving the substitute will be conducted, including an interview of any witness who may have seen the accident.

# Drug-Free Workplace

- LVISD prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.
- **Employees who violate this prohibition** may be referred to drug counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment with the district.
- As a condition of employment in the district, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall **notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction.**

# Tobacco

- Smoking and the use of tobacco products by employees shall be prohibited on school property, in school-owned vehicles, and while supervising students in school-related events.

# Weapons

- The Texas Penal Code prohibits firearms, illegal knives, clubs, or any prohibited weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a school district employee can result in immediate termination.

# Retirees as Substitutes

- Retirees should carefully monitor:
  - The type of position for which they are working – are you working in the place of a current employee or is it a vacant / supplemental position?
  - The number of days worked on a monthly basis – Working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity.

**It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement.**

# Substitute Advisory Notice

Please be advised of the following employment practices and procedures:

- Your **employment is on an at-will basis**. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.
- You will not be eligible for unemployment compensation benefits drawn on school district wages **during any scheduled school break** including, but not limited to, the summer, winter, and spring breaks.
- Please see the LVISD Academic Calendar. This calendar, established for the school year, identifies the scheduled school breaks.

# Payroll

- LVISD substitutes are paid on the 25<sup>th</sup> of each month (through the 15<sup>th</sup> of that same month) via direct deposit. If you have questions about how or when you are paid, contact Lacolla Harper ([lharp@lagovistaisd.net](mailto:lharp@lagovistaisd.net)).

# Student Welfare: Child Abuse & Neglect

- **What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?**
  - Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).
  - Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report **within 48 hours** of learning of the facts giving rise to the suspicion.



# Student Welfare: Child Abuse & Neglect

## To whom do I make a report?

- A law enforcement agency: The [Lago Vista Police Department](#), at (512) 267-7141
- **Child Protective Services (CPS)** division of the Texas Department of Family and Protective Services, at (800) 252-5400 or on the Web at [www.txabusehotline.org](http://www.txabusehotline.org).
- **IMPORTANT:** Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the district cannot require you to report your suspicion first to a school administrator.

# Student Welfare: Child Abuse & Neglect

## **Will my report be kept confidential?**

- State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

## **Will I be liable in any way for making a report?**

- A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.



# Frontline/AESOP

Secure https://adminweb.aesoponline.com

Apps Gmail - JackThrea... W Mariel boatlift - Wi... Web Slice Gallery YouTube - Broadc... Imported From IE LD DEBATE Contact Manager... Other Bookmarks

Absence Management v  
Formerly Aesop

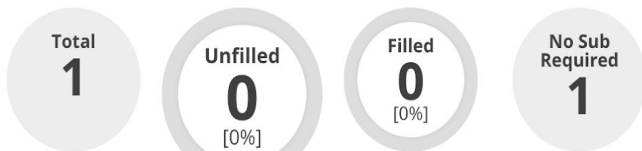
Search here, then press enter.

Alerts Help Eric Holt v

NAVIGATION

- Dashboard
- Absences
- Reports
- Settings

Summary for: 06/13/2018 Today Absences Vacancies  
Lago Vista Elementary School Schools All Employee Type(s) Employee Types



Quick Actions

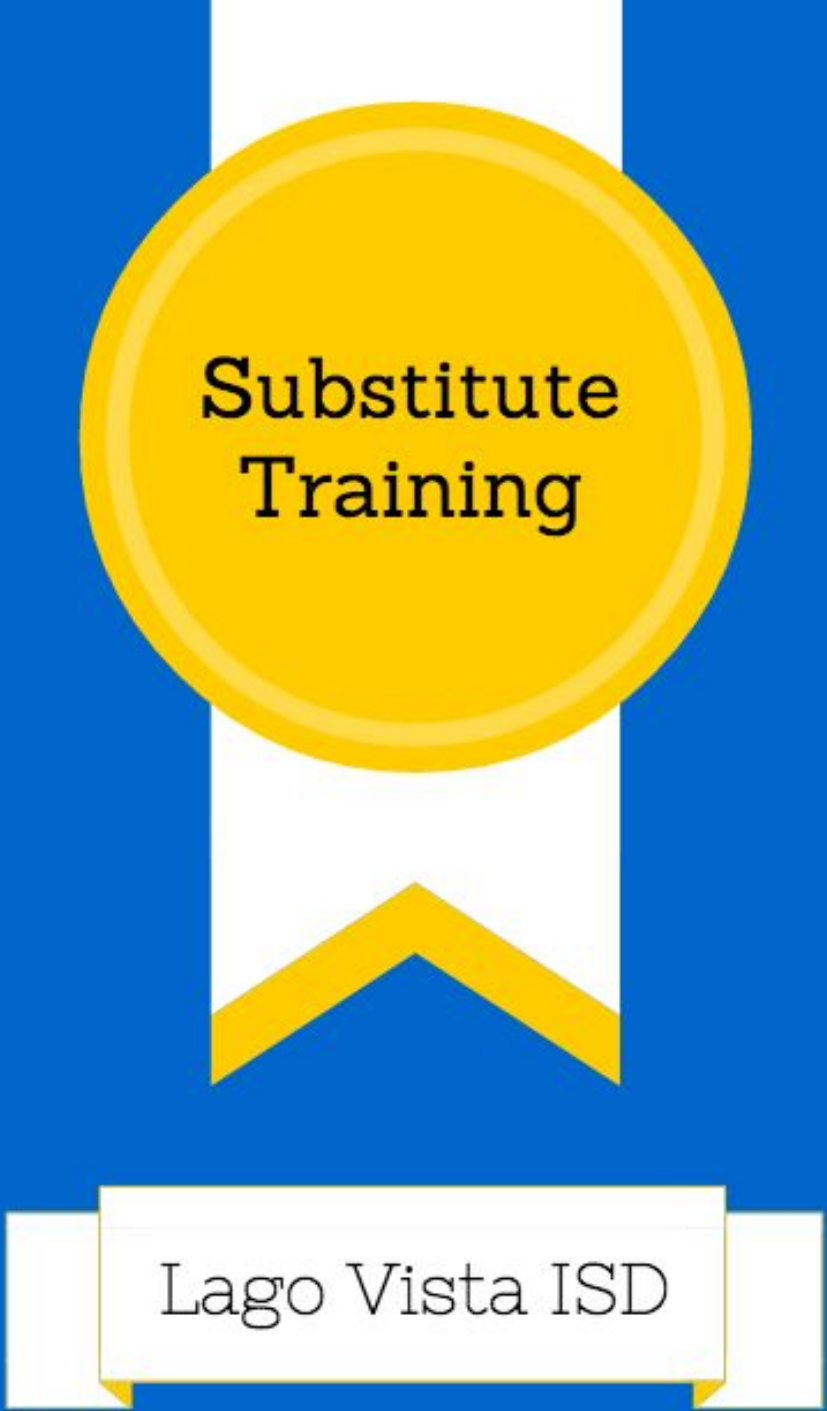
Confirmation Number Search

- Create Absence
- Create Vacancy
- Reconcile 0 in the past 30 days

0 Unfilled

Conf #	Name	School	Reason	Shift	Created
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# Substitute Training

Lago Vista ISD

## Any Questions?

Please contact:

- **Lacolla Harper**  
([1harper@lagovistaisd.net](mailto:1harper@lagovistaisd.net))  
(applications and pay)
- **Michelle Jackson**  
([mjackson@lagovistaisd.net](mailto:mjackson@lagovistaisd.net))  
(training)
- **Campus Sub  
Coordinators** (jobs  
and school specific  
questions)

Lago Vista  
ISD

thank  
you!