

Substitute  
Training

Please sign in.



Lago Vista ISD

# The Process

- 1) Apply Online
- 2) Get fingerprinted and complete background check.

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



Interested in Substitute Teaching  
in Lago Vista ISD?



**We are currently accepting applications for substitute teachers!**

A high school diploma (or equivalent) is required to apply to be a substitute teaching in Lago Vista ISD. To complete the substitute application, please click [here](#).

#### **Additional Information**

Senate Bill 9, also known as the "Fingerprinting Bill", was signed into law by Governor Perry in the Fall of 2007. This bill requires that all substitutes undergo a national criminal history record information review by the Texas Education Agency (TEA). Therefore, before you can be employed as a substitute in Lago Vista ISD, you will be required to have your fingerprints checked against the national criminal history database.

# Campus Information

| Campus          | LVES                                      | LVIS                                     | LVMS   | LVHS   |
|-----------------|---|--|--|--|
| Principal       | Kerri Walker                              | Bonnie Sullivan                          | Eric Holt  | Stu Taylor   |
| Asst. Principal | Karla Stewart                             | n/a                                      | Kimberly Bentley                                   | David Hilsenteger                                  |
| Sub Coordinator | Marcy Kuske                               | 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    | 7:15–3:45                                 | 7:20–3:50                                | 7:35-4:05  | 7:35–4:15  |
| School Day      | 7:45–3:20                                 | 7:40–3:15                                | 8:30-4:05  | 8:30–4:05  |
| Address         | 20311 Dawn Dr.<br>Lago Vista, TX<br>78645 | 20801 FM 1431<br>Lago Vista, TX<br>78645 | 8039 Bar-K<br>Ranch Rd.<br>Lago Vista, TX<br>78645 | 5185 Lohman<br>Ford Rd.<br>Lago Vista, TX<br>78645 |
| Phone           | 512-267-8300,<br>ext. 4500                | 512-267-8300,<br>ext. 3500               | 512-267-8300,<br>ext. 2500                         | 512-267-8300<br>ext. 5500                          |

# Campus Sub Coordinators

- **Elementary School:** Marcy Kuske
- **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
- 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.

# 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
- 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



# 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.

# 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.

# School Safety

- Lockdown - Locks, Lights, Out of Sight
- Lockout – Secure the Perimeter
- Evacuate – To The Announced Location
- Shelter – For Different Hazards





# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

**STUDENTS**  
Move away from sight  
Maintain silence  
Prepare to Evade or Defend

**STAFF**  
Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Prepare to evade or defend



## LOCKOUT! SECURE THE PERIMETER.

**STUDENTS**  
Return inside  
Business as usual

**STAFF**  
Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! (To the announced location.)

**STUDENTS**  
Bring your phone  
Leave your stuff behind  
Follow instructions

**STAFF**  
Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! (For a hazard using a shelter strategy.)

| <b>Hazard</b> | <b>Safety Strategy</b>   |
|---------------|--------------------------|
| Tornado       | Evacuate to shelter area |
| Hazmat        | Seal the room            |
| Earthquake    | Drop, cover and hold     |
| Tsunami       | Get to high ground       |

**STAFF**  
Lead safety strategy  
Take attendance





# 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

Lago Vista  
ISD

# Diabetes Video



# 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/paraprofessional administer medication to a student.

# Reporting a Substitute Accident

- Report an accident (regardless of its seriousness) immediately to the team leader/department 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 and/or vaping 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 Scholastic 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 ([lharper@lagovistaisd.net](mailto:lharper@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.



# AESOP

Secure https://adminweb.aesoponline.com

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

Absence Management v  
Formerly Aesop

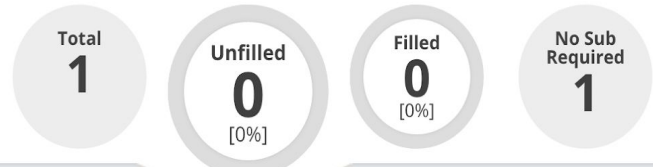
Search here, then press enter.

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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Any  
Questions?



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thank  
you!