

Alamo Heights ISD

2019-2020 Substitute Staff Handbook



September 25th, 2019

To All Substitutes:

Welcome to Alamo Heights Independent School District. Your job as a substitute is an important and challenging one. The Human Resources Department of Alamo Heights ISD has developed this handbook to give you helpful information about the operations of our District. The handbook is intended as a general overview of the practices and procedures, but does not supersede the responsibilities outlined by each Principal.

It is our hope that your experience as a substitute will be a rewarding and positive one.

Respectfully,
Human Resources Department

The Alamo Heights ISD does not discriminate against any employee or applicant for employment because of race, religion, national origin, disability military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Human Resources Coordinator.

This handbook does not constitute an offer of employment or alter the fact that an at-will employment relationship may be terminated by either party at any time. Alamo Heights ISD reserves the right to change or modify the contents of the handbook at any time without prior notice to employees.

Table of Contents

Mission Statement	Page 1
District Information.....	Page 2
Board of Trustees.....	Page 3
Administration	Page 4
Schools.....	Page 6
General Information	Page 7
• Qualifications	Page 7
• Procedures	Page 8
• Compensation	Page 8
• Pay Period	Page 8
• Renewal.....	Page 8
Duties and Responsibilities.....	Page 9
Dress Code	Page 9
Discipline	Page 9
Miscellaneous.....	Page 9
Boundaries	Page 10
Calendar.....	Page 11

MISSION STATEMENT

The Alamo Heights Independent School District, the heart of our community whose passion is excellence, will educate and empower every student to excel academically and as a confident, compassionate citizen with impeccable character and a global perspective through engaging, personally challenging, and relevant experiences that inspire learning for life.

MOTTO

Live Honorably • Act Humbly • Model Dignity

District Information

A Brief History

The Alamo Heights Independent School District traces its history from the year 1909 when the first school, a two-room wooden frame building on Townsend Avenue, was built in this picturesque area as part of a rural county district. A new school building of masonry was later constructed on the site that is now Cambridge Elementary School. In 1923, just one year after the high school building was added to the growing campus, the Alamo Heights system became an independent school district of 300 students.

While the hub of activity for Alamo Heights students centered at Cambridge until the 1950s, the district branched out into the neighboring community at the former cement plant near Jones-Maltsberger Road, also called "Cementville." Known as the "Bluebonnet School," the Alamo Heights Ward School served children whose parents worked at the plant.

The present athletic stadium was built in 1938 by the Work Projects Administration. Originally, games were played at Howard Field on the present Cambridge site, where former head coach Earl "Mule" Frazier led the football team to a first district championship in 1926 – and lent Alamo Heights its mascot.

World War II was responsible for a very real transition for Alamo Heights from a rural district to a suburban district, accompanied by the baby boom and opening of numerous subdivisions within district boundaries. In fact, the district almost doubled during that time.

To continue to meet the needs of a growing population, the district erected Alamo Heights High School in 1949-50, the original unit of Woodridge Elementary in 1951-52 (a wing was added the following year to house additional children), Howard Early Childhood Center in 1956, Alamo Heights Junior School in 1959, and the former Robbins Elementary School in 1964.

In 1998, 2000, 2005 and 2010, Alamo Heights patrons overwhelmingly approved bond elections to provide improvements and additions at all district buildings. With these sophisticated upgrades, the Alamo Heights Independent School District will continue its tradition of academic excellence in all areas of study.

Today, the Alamo Heights Independent School District covers 9.4 square miles and serves students from the communities of Alamo Heights, Terrell Hills, Olmos Park, and a portion of north San Antonio.

Board of Trustees 2019-2020

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected annually and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Lisa Krenger, President
- Perry Shankle, Vice President
- David Hornberger, Secretary
- Ryan Anderson, Assistant Secretary
- Bonnie Giddens, Trustee
- Margaret Judson, Trustee
- Brian Hamilton, Trustee

Administration

Superintendent, *Dr. Dana Bashara*, (210) 832-5953

Assistant Superintendent for Administrative Services, *Dr. Frank Alfaro*, (210) 832-5954

Assistant Superintendent for Business and Finance, *Mike Hagar*, (210) 822-3374

Executive Director of Curriculum and Instruction, *Dr. Jimmie Walker*, (210) 832-5954

Human Resources Coordinator, *Frank Stanage*, (210) 832-5955

Communications Coordinator, *Patti Pawlik-Perales*, (210) 804-7564

Director of Special Education and Student Services, *Kris Holliday*, (210) 824-7305

Director of Instructional and Information Technology, *Jamie Locklin*, (210) 832-5780

Director of Athletics, *Norm Collins*, (210) 832-5717

Educational Development Center (Special Education Program): (210) 442-3700
Secretary to Director of Special Education and Student Services *Cynthia Mayorga*
Receptionist *Jennifer Frausto*

School Directory

Howard Early Childhood Center (Pre K and Kindergarten)

7800 Broadway
San Antonio, Texas 78209
(210) 832-5900
Susan Peery, Principal
Liz Acevedo, Assistant Principal
Amy Lagueux, Academic Dean

Cambridge Elementary School (Grades 1-5)

1001 Townsend Avenue
San Antonio, Texas 78209
(210) 822-3611
Jana Needham, Principal
Heather Smith, Assistant Principal
Amy Lagueux, Academic Dean

Woodridge Elementary School (Grades 1-5)

100 Woodridge
San Antonio, Texas 78209
(210) 826-8021
Gerrie Spellman, Principal
Lisandra Black, Assistant Principal
Amy Lagueux, Academic Dean

Alamo Heights Junior School (Grades 6-8)

7607 N. New Braunfels
San Antonio, Texas 78209
(210) 824-3231
Laura Ancira, Principal
Yadira Palacios, Academic Dean
Rene Gomez, Assistant Principal
Liz Aguirre, Assistant Principal

Alamo Heights High School (Grades 9-12)

6900 Broadway
San Antonio, Texas 78209
(210) 820-8850
Dr. Cordell Jones, Principal
Venus Davis, Academic Dean
Analee Smith, Assistant Principal
Joseph Holzmann, Assistant Principal

General Information

Applications for substitute teaching are processed through the Alamo Heights Substitute Coordinator. The following information is needed to complete an applicant's file for a substitute.

A. **Qualifications and Requirements**

- ❖ Completed application form
- ❖ Texas Teacher Certificate (if earned) and college transcript
- ❖ Report from Criminal History Records Division
- ❖ Completed W-4 form
- ❖ Completed reference forms (sent out by applicant)
- ❖ Copy of Social Security Card
- ❖ Copy of Driver License
- ❖ Completed I-9 form
- ❖ Picture ID Name Tag (to be taken at the Alamo Heights Administration Office)
- ❖ Fingerprinting (Completed and cleared before employment)

Provide copy of college transcript with proof of 60 or more hours for substitute Teacher or provide a High School Diploma/GED for all other substitute positions.

Provide documents to satisfy I-9 requirements. (Substitute Coordinator will need to copy original Texas Driver License and Social Security card or U.S. Passport.)

B. Procedures

Once an application has been processed and approved, the applicant will be notified to have a picture taken for a picture identification name tag. All substitutes will be required to wear the picture identification tag while working at any of the Alamo Heights ISD Schools. Applicants must attend orientation training before receiving a substitute assignment.

The Alamo Heights Human Resources office provides an updated approved substitute list to each school through the AESOP/Frontline system.

In an effort to keep all information current, substitutes should notify the substitute coordinator of any change of name, address, or telephone number. An updated W-4 will also need to be completed for payroll purposes.

Substitutes must notify the substitute coordinator to request deletion from the active Alamo Heights Substitute Roster.

C. Compensation

- ❖ Teacher \$ 90 per day
 \$ 125 per day (after 10 consecutive days in the same assignment)
 \$ 60.00 half day (generally 3-4 hours or three sections)
- ❖ Registered Nurse \$115 per day/\$70 per half day
- ❖ Assistant \$ 65.00 per day
- & Clerical \$ 35.00 half day (generally 3-4 hours or three sections)
 SST & ACE Assistant (Special Education)
 \$90.00 per day/\$60.00 half day

***Salary schedules are subject to change without notice**

D. Pay Period

Pay period begins on the 1st and ends on the last day of the month. Paychecks are then mailed so that you receive them on the 20th of the following month.

E. Renewal

Substitute renewal letters are mailed by June. The requested information is to be completed and returned to the substitute coordinator in order to continue employment for the following school year.

Duties and Responsibilities

- ❖ A substitute should be prompt and business-like in making and keeping agreements to work.
- ❖ The substitute should report to the campus administration office upon arrival for the confirmation of assignment, duties for that day and other information
- ❖ The substitute teacher has the same responsibilities as the regular teacher for the students, equipment, and materials assigned to his/her care.
- ❖ The substitute is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in carrying out duties and responsibilities.
- ❖ It is important to check in with an elementary administrator or attendance clerk to determine the correct procedures for attendance and keep a list of absentees and tardies for the regular teacher.
- ❖ A written description of the day's occurrences will be helpful to the regular teacher.
- ❖ The substitute should direct any complaints or questions to the building principal.

Dress Code

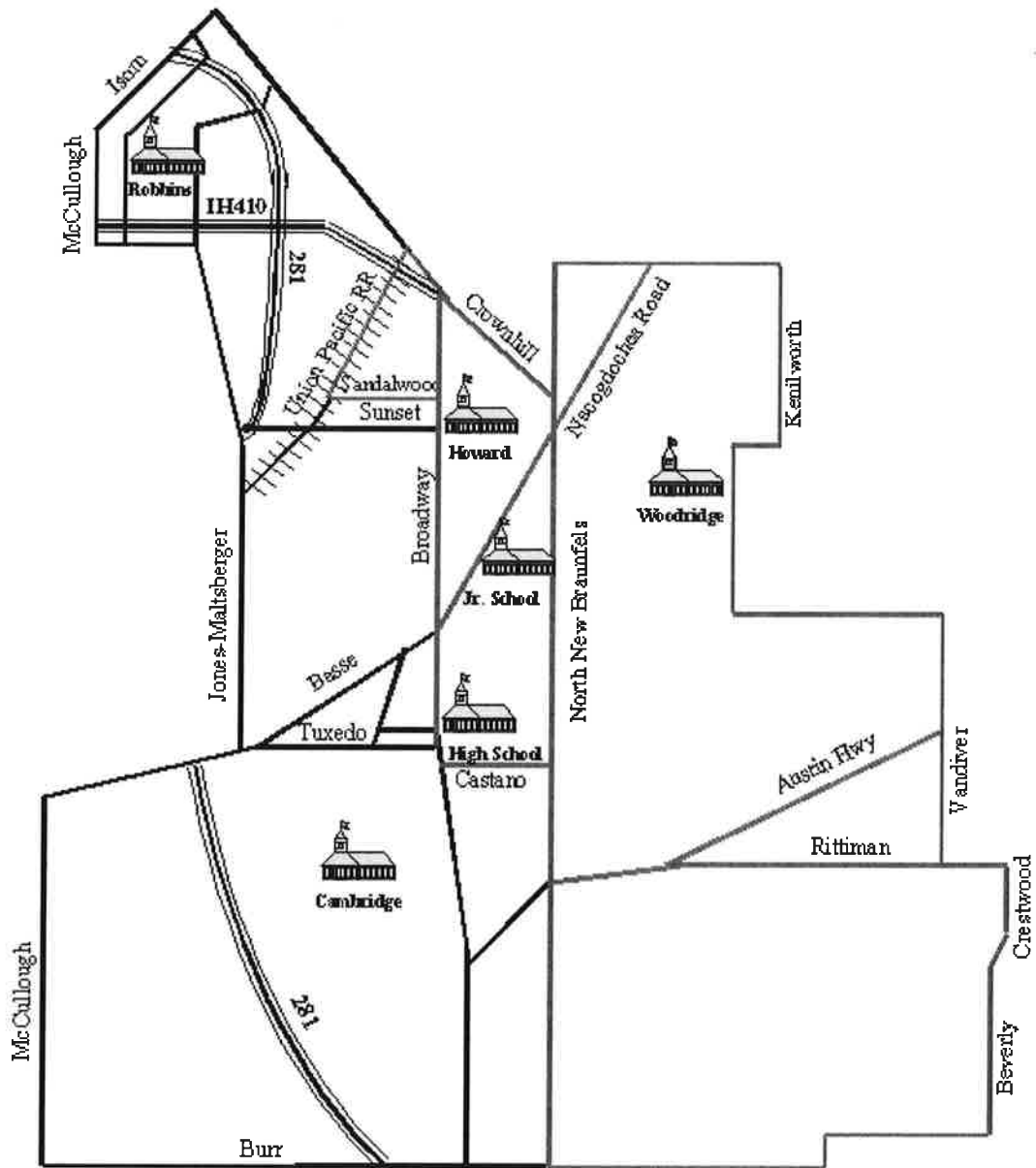
- ❖ A substitute's dress and grooming should be clean, neat, and in a manner appropriate for the assignment. Check with the campus Principal for any additional standards of dress.

Discipline

- ❖ Follow the regular teacher's procedures.
- ❖ Check with the school administrator about referrals for the student who might be unruly, disruptive or who disturb the education process.

Miscellaneous

- ❖ Accidents or emergencies which occur should be reported immediately to the principal and/or the school nurse.
- ❖ Alamo Heights ISD is a smoke free environment. Smoking and the use of tobacco products or vaping devices are prohibited in all district buildings, at all school related-events, and on all District property.
- ❖ Fire drills are held periodically in compliance with state and local ordinances. The evacuation plan is posted in every classroom.





Alamo Heights Independent School District

7101 Broadway

San Antonio, Texas 78209

210.824.2483 / 210.822.2221 (Fax)

www.ahisd.net

First Semester ID: 85 Days

Second Semester ID: 91 Days

ID: Instructional Days

First Day of School: August 19, 2019

Last Day of School: May 21, 2020

- = Holiday
- = Student Holiday/Staff Development
- = Teacher Work Day/Staff Development
- = Teacher Trade Day
- * = Early Release Parent Conference (Elementary)
- ◇ = Early Release (Secondary)
- △ = Early Release Staff Development (District) / Waiver Day
- w = Waiver Day

2019-2020 School Year Calendar

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ID=10	AUGUST						TD=10
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	<19	20	21	22	23	24	
25	26	27	28	29	30	31	

August 12-16 - Teacher Work Day/Staff Development
 August 19 - 1st Day of School
 August 19 - 1st Nine Weeks Begins
 August 19 - 1st Semester Begins

ID=20	SEPTEMBER						TD=30
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

September 2 - School Holiday (Labor Day)

ID=23	OCTOBER						TD=53
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	w14	15>	<16	17	18	19	
20	21	*22	*23	△24	25	26	
27	28	29	30	31			

October 14 - Student Holiday (Columbus Day) / Staff Dev.
 October 15 - 1st Nine Weeks Ends
 October 16 - 2nd Nine Weeks Begins
 October 22-23 - Early Release Parent Conf. (Elementary)
 October 24 - Early Release (District) / Waiver Day

ID=17	NOVEMBER						TD=70
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	w25	26	27	28	29	30	

November 25-27 - Student Holiday/Teacher Trade Day
 November 28-29 - School Holiday (Thanksgiving Break)

ID=15	DECEMBER						TD=85
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	◇20>	21	
22	23	24	25	26	27	28	
29	30	31					

December 20 - Early Release (Secondary)
 December 20 - 2nd Nine Weeks Ends
 December 20 - End of 1st Semester
 December 23-31 - Winter Break

ID=19	JANUARY						TD=104
S	M	T	W	T	F	S	
			1	2	3	4	
5	<6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

January 1-3 - Winter Break
 January 6 - 3rd Nine Weeks Begins
 January 6 - 2nd Semester Begins
 January 20 - School Holiday (MLK)

ID=20	FEBRUARY						TD=124
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	w17	18	19	20	21	22	
23	24	25	26	27	28	29	

February 17 - Student Holiday (President's Day) / Staff Dev.

ID=17	MARCH						TD=141
S	M	T	W	T	F	S	
1	2	*3	*4	△5	6	7	
8	9	10	11	12	13	14	
15	16	17>	<18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

March 3-5 - Early Release Parent Conf. (Elementary)
 March 5 - Early Release (District) / Waiver Day
 March 9-13 - Spring Break
 March 17 - 3rd Nine Weeks Ends
 March 18 - 4th Nine Weeks Begins

ID=20	APRIL						TD=161
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

April 10 - School Holiday (Good Friday)
 April 24 - School Holiday (Battle of Flowers)

ID=15	MAY						TD=176
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	◇21>	22	23	
24	25	26	27	28	29	30	
31							

May 21 - Early Release (Secondary)
 May 21 - Last Day of School
 May 21 - 4th Nine Weeks Ends
 May 21 - End of 2nd Semester
 May 21 - Graduation
 May 22 - Teacher Workday/Staff Development Day
 May 25 - School Holiday (Memorial Day)
 May 26-28 - Teacher Trade Day

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Board Approved: December 20, 2018

Substitute Survival Tips

If I can just make it through the day...



Dan St. Romain
Behavior Consultant
Alamo Heights ISD
dstromain@ahisd.net
832-5900

Times have changed...

- Role models
- Messages
- Technology / Media
- Social skills
- Behavior

Focus attention on the behaviors you want.

- Praise the positive.
- Draw attention away from the negative.

The best kind of discipline is the kind no one notices...

- Eye contact
- Movement
- Private redirection

You can't make a child do anything.

- The only thing you can control is your response.
- Offer choices.
- Walk away.

100% of the time you are teaching...

- Show the behavior you want from the students.
- Respond, don't react.
- Silence is golden.

Final Thoughts...

- You get what you give.
- You are the adult.
- Open lines of communication.
- There are other options.



Absence Management



SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for more details.

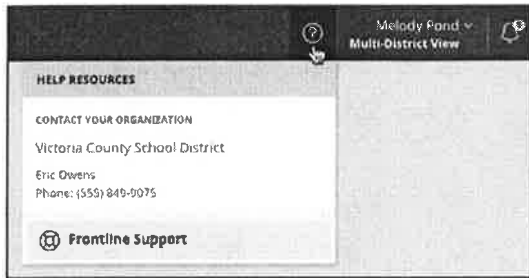
SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

April 2018							May 2018							June 2018						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location	Filter			
Barker, Bob							
Mon, 4/30/2018	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="X Reject"/> <input checked="" type="button" value="✓ Accept"/>			



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

