




# Substitute Guide





2022-2023




## **How often do I need to update my contact information?**

-  All substitutes are required to update their contact information anytime it changes.
-  Campuses retrieve contact information from the substitute directory when necessary for sub jobs.
  -  Information should be updated by accessing the TEAMS Employee Service Center located at [www.episd.org](http://www.episd.org).




## **What will my rate of pay be?**

-  Substitutes are paid at the approved rates of pay for the current school year.
-  Current pay rate information can be found at [www.episd.org](http://www.episd.org) → Join Our Team → Become a Substitute Teacher → link on right hand side of page.

## **If I have a Texas Teaching Certificate, whom do notify?**

-  Substitutes must notify the Substitute Coordinator as soon as possible by email at [dkozemch@episd.org](mailto:dkozemch@episd.org).
-  This information will be uploaded to your sub profile and you will be included on certified listings for campuses.
-  In the event that you accept a long-term assignment for which you are certified, you must notify the campus immediately, so that proper pay is awarded during this time.


## Will my rate of pay change if I am certified?

-  It is the responsibility of the substitute to notify the campus of their certified status.
-  This should be done upon being offered or at the time of accepting a long-term assignment, which will ensure the appropriate pay rate is entered into the system.
-  Pay rate will increase **ONLY IF** the following conditions are met:
  1. The assignment accepted is on a long-term status (minimum of 10 consecutive days or more)

**AND**

  2. The substitute is certified in the discipline of the assignment.




## As a substitute teacher, am I cleared to accept substitute paraprofessional assignments?

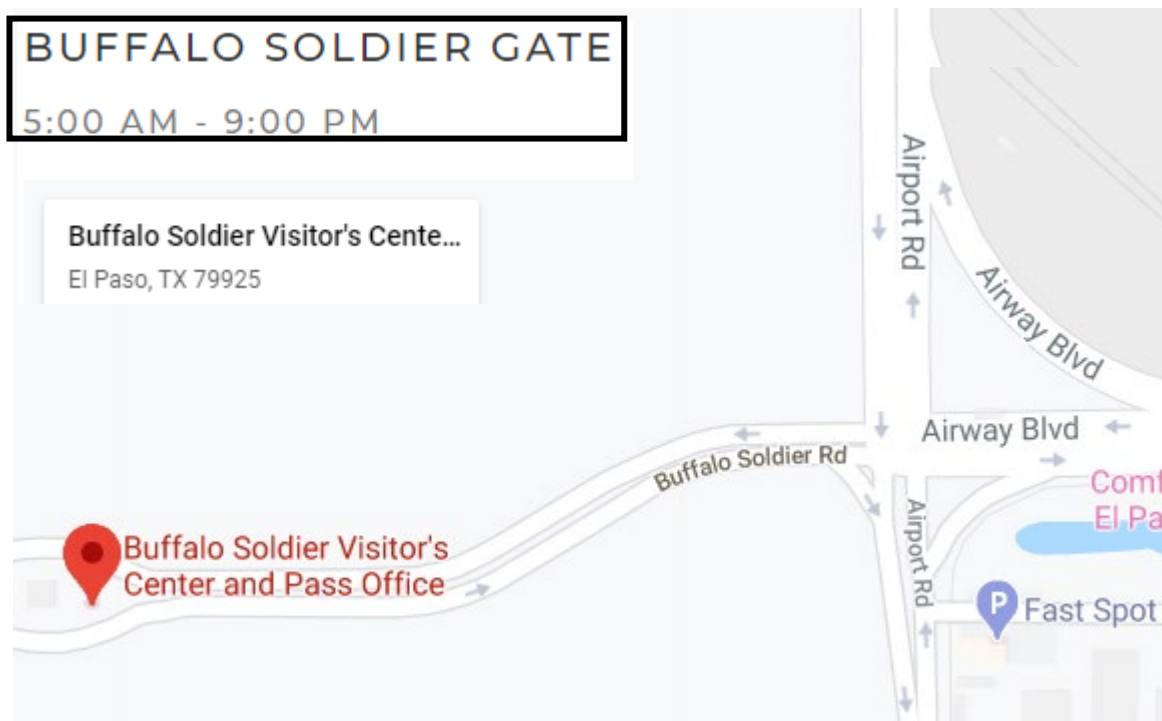
-  Yes, **but** you will need to verify with the Substitute Coordinator that this eligibility role is listed in your profile.

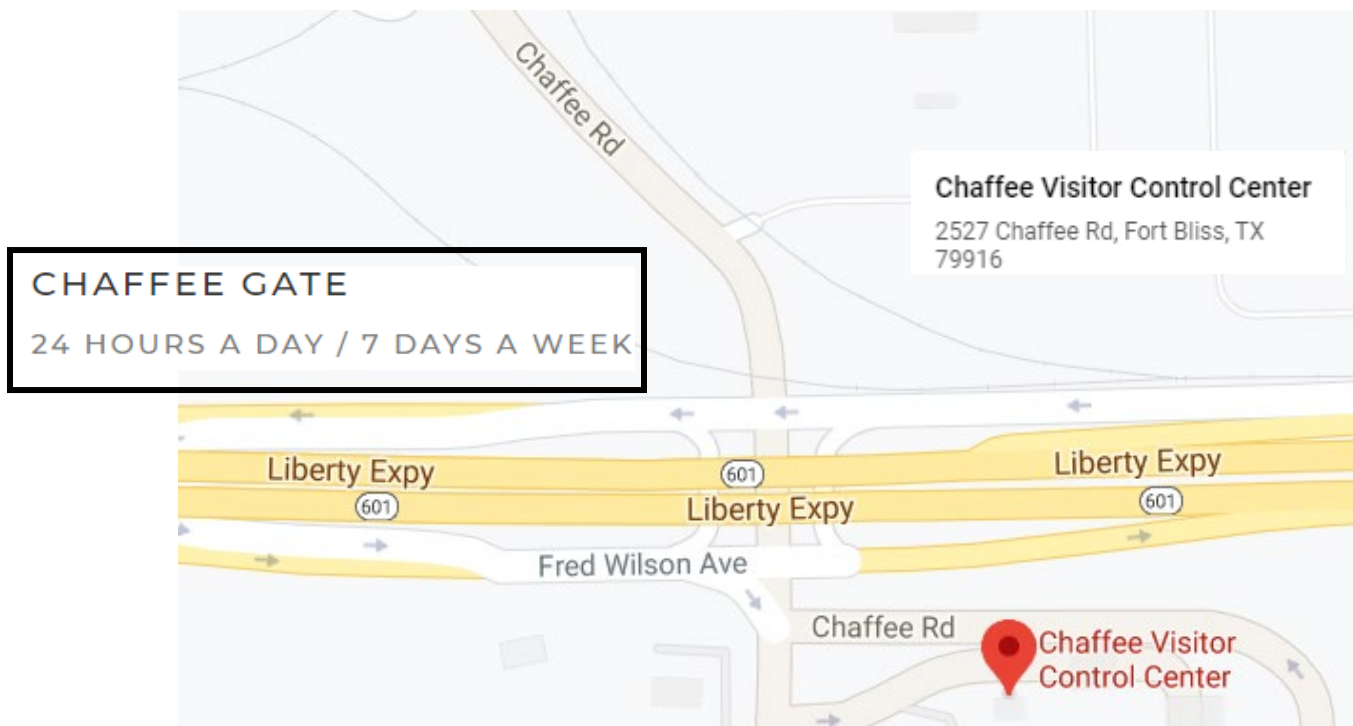
## What are the main differences in sub teacher and sub para assignments?

SUBSTITUE TEACHER	SUBSTITUTE PARAPROFESSIONAL
Paid at a <b>DAILY</b> rate	Paid at an <b>HOURLY</b> rate
<b>DOES NOT</b> swipe for lunch	<b>MUST</b> swipe for lunch
May swipe out at the <b>end of the last scheduled class period (includes conference periods)</b>	May swipe out for the day <b>at the scheduled time indicated on the assignment (leaving prior to will cause you to be short of schedule)</b>
<b>CLEARED</b> to work Sub Para assignments	<b>NOT CLEARED</b> to work Sub Teacher assignments





 **Are any EPISD Campuses located on Fort Bliss? If so, how do I gain access to base?**

-  **Yes**, there are three (3) EPISD campuses located on base (Bliss Elementary, Logan Elementary and Milam Elementary). Fort Bliss **requires** all civilian visitors (including substitutes working on base) to obtain a **Visitor's Pass** to gain access to the military base.
-  You must present a valid U.S. Government Issued ID (driver's license, passport, State ID, etc.) **EFFECTIVE JANUARY 2016: Driver's Licenses from Arizona, Missouri, Illinois, Minnesota, and Washington are no longer accepted as a valid single form of ID to access Fort Bliss. Visitors who possess Driver's Licenses from these states should bring an alternate form permissible ID for access to include: U.S. Passport or U.S. Passport Card, or additional options listed here.**
-  Passes and entrance may be done through either the **Chaffee Gate** (located off SPUR 601) or the **Buffalo Soldier Gate** (located on Airport Rd and Airway Blvd).






 **Am I required to swipe in or sign-in at the campus? If so, how early am I allowed to do so and where can I locate the time clock?**


-  Substitutes are required to sign-in at the front office at each campus.
-  You may sign-in 10 minutes earlier than scheduled in order to open classroom or pick up students.
-  Substitutes must swipe their badge in/out for the day; office staff can direct you to the nearest time clock.
-  If you miss a swipe, you must contact the campus directly to be credited correctly for time worked.

 **There is an available assignment listed in the system for 3 consecutive days, can I choose what day I want to work?**






-  **NO**, when an assignment is listed for more than one consecutive day it must be completely accepted.

Substitutes are **not allowed** to break-up the sub job in order to pick which day(s) they would like to work. This helps provide consistency for our students in the classroom.


## **Can I view notes that may have been added to a substitute job by the teacher/campus?**

-  **YES**, substitutes should be reviewing any notes that have been added to the assignment by the teacher or the campus. More information can be found in the Substitute Handbook.

## **Do I need to post attendance online?**

-  Yes, this is **REQUIRED** by Student and Parent Services.
-  You will need to have your district issued User ID and Password to log into the system. **\*\*IF YOU DO NOT HAVE THIS INFORMATION PLEASE CONTACT THE IT HELP DESK AT 915-230-2601\*\***
-  Request procedure information immediately upon arrival at the campus.
-  Each campus runs their attendance taking processes differently. Please follow their directions on how and where to post.
-  Instructions on how to post attendance can be found in the My For Substitutes portal under the *Documents* tab that is located on the left side of the page.

## **I need to cancel my job(s), how is that done in the system and do I need to notify anyone?**


 Assignments must be cancelled **no later than 3 hours prior** to the start time.

 You **MUST** notify the Principal/Secretary immediately!


- Contact can be made by phone and email in the event that no one is available to answer your call.
- All cancellations, regardless of the reason, are recorded into the system. More information can be located in the Substitute Handbook.


## **What happens if I fail to report to an assignment (No Show) and I do not notify the campus?**


 **No more than 3 "No Shows" per school year will be permitted.**

 Temporary inactivation from the system and assignment restrictions may be put in place for those who reach this limit. More information can be located in the Substitute Handbook.

## **Do I need to renew my substitute status for the incoming school year?**

 **Yes**, during the open renewal period you will need to make a selection about your status for the incoming school year.

 The renewal window is open at the end of April/beginning of May and runs until June as indicated by HR. (Reasonable Assurance Letter)

 The process is done through the My for Substitutes portal and it is mandatory for all subs to enter a status even if they are not returning. More information can be located in the Substitute Handbook.



## **How do I resign?**



A separation notice must be filled out and submitted to Human Resources, forms are located in our offices.



If you are unable to come into HR, you may email the Substitute Coordinator and the form can be sent to you. More information can be found in the Substitute Handbook.