




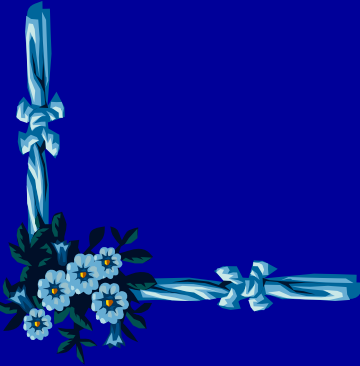
# CAMERON ISD



Substitute Orientation

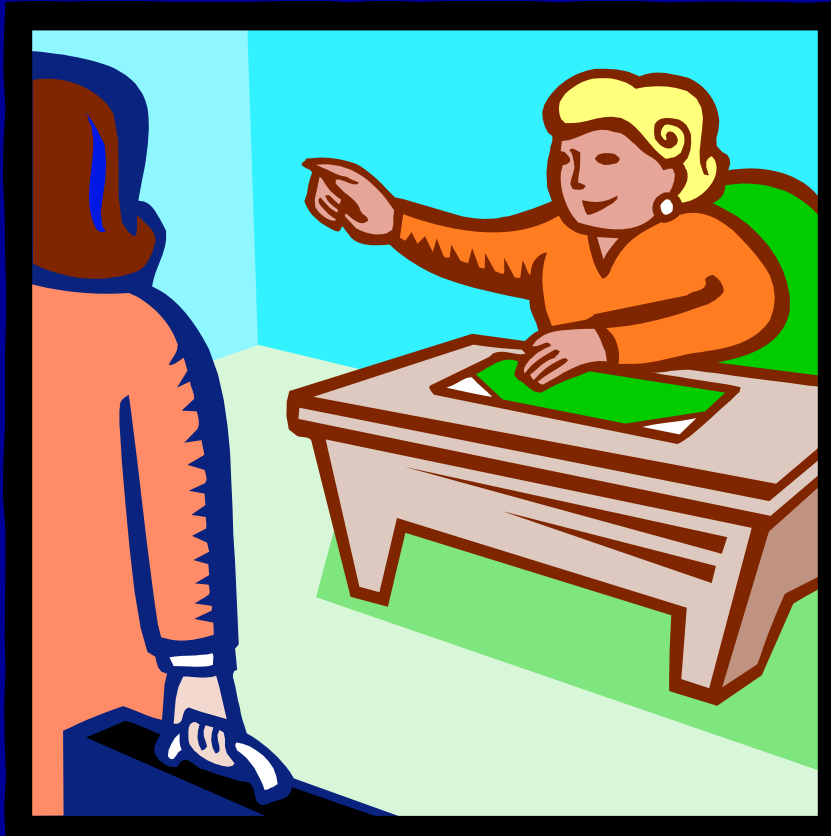


Each of us makes a  
difference. It is from  
numberless acts of  
courage and belief that  
human history  
is shaped."



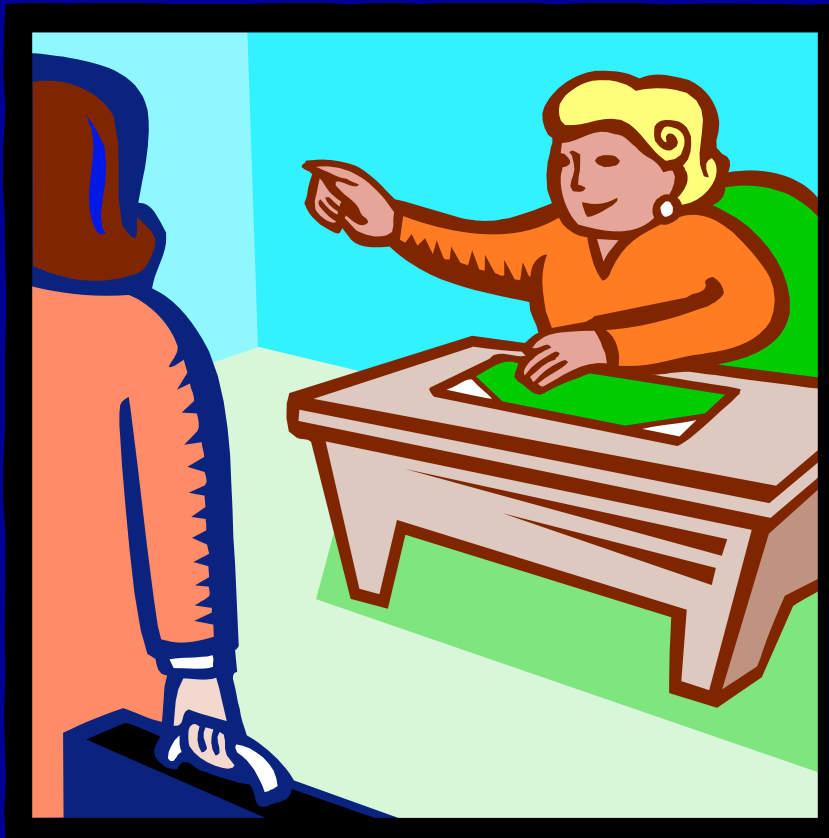
Robert F. Kennedy

# Responsibilities of the School



- Welcome the substitute
- Lesson plans, keys, map, class roll will all be provided
- Notify the sub of special events or schedule changes
- Point out cafeteria, rest room, lounge
- Explain the rules of student conduct

# More Responsibilities of the School



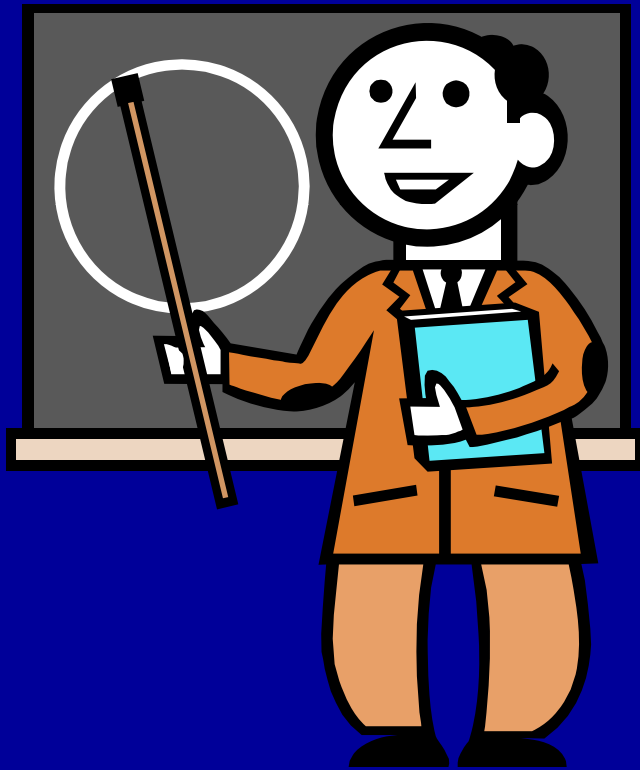
- Show how the phone works
- Provide map of rooms with teacher's names
- Expectations of Behavior of each campus found on web site

# Responsibilities of the Teacher



- Prepare a lesson plan to leave for the sub
- To leave the following for the substitute:
  - List of students
  - List of activities
  - Materials out and ready
  - List of class helpers
  - Names of helper teachers
  - Updated seating charts
  - Phone extension booklets by the phone

# Responsibilities of the Substitute



- Be on time
- Check class roll
- Follow lesson plans
- Follow school rules
- Leave a short note for the teacher
- Leave a clean room
- Maintain confidentiality
- Understand the Campus Expectations of Conduct (on web site)
- Student Code of Conduct (on web site)

# Confidentiality

- Confidentiality is keeping information about students very private
- Breaking confidentiality is against the law.



# Confidentiality

- Anyone, including a substitute, can be sued
- Gossip and “stories” can be so interesting – but still break confidentiality
- Only the teacher, counselor, or principal can discuss a student with the parents



# Classroom Management

- Follow school rules
- Follow the teacher's rules
- Be respectful and honest
- Be firm and fair
- What gets monitored gets done (meaning you need to check the students after you give instructions or assignments)
- Turn off cell phones so you are not distracted while in the classroom
- Understand the campus standards of conduct (on website)

# Tricks of the Trade

- Greet students at the door with a smile
- Have something for them to do immediately
- Pepper your lesson with their names
- Move about the room as you work with students

# Calling a Substitute

- Principals or their secretaries will call substitutes in the afternoon before IF POSSIBLE.
- Often, the call will be made on the day of the work.
- Calls will be made beginning at 6:00 a.m.
- We will call until all positions are filled.

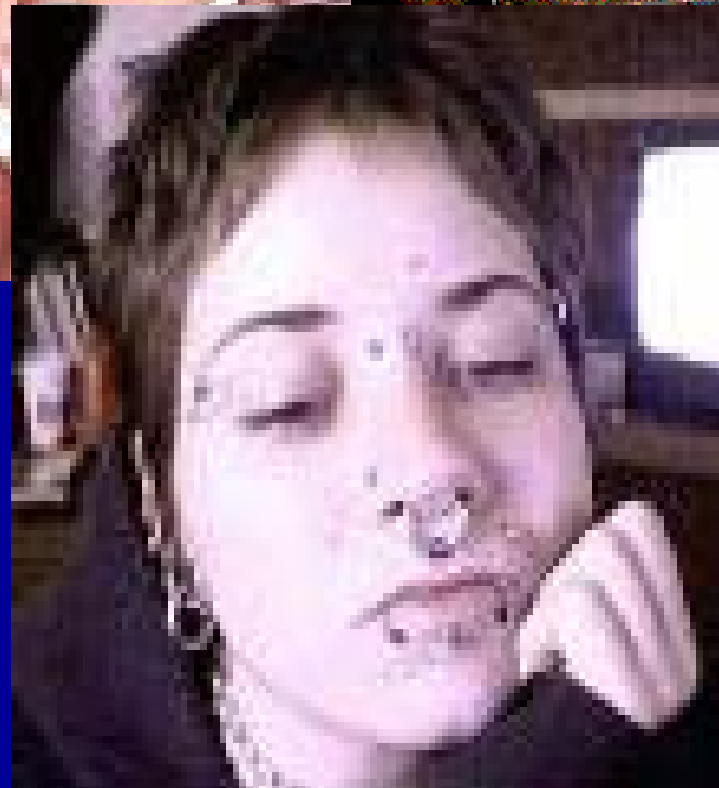
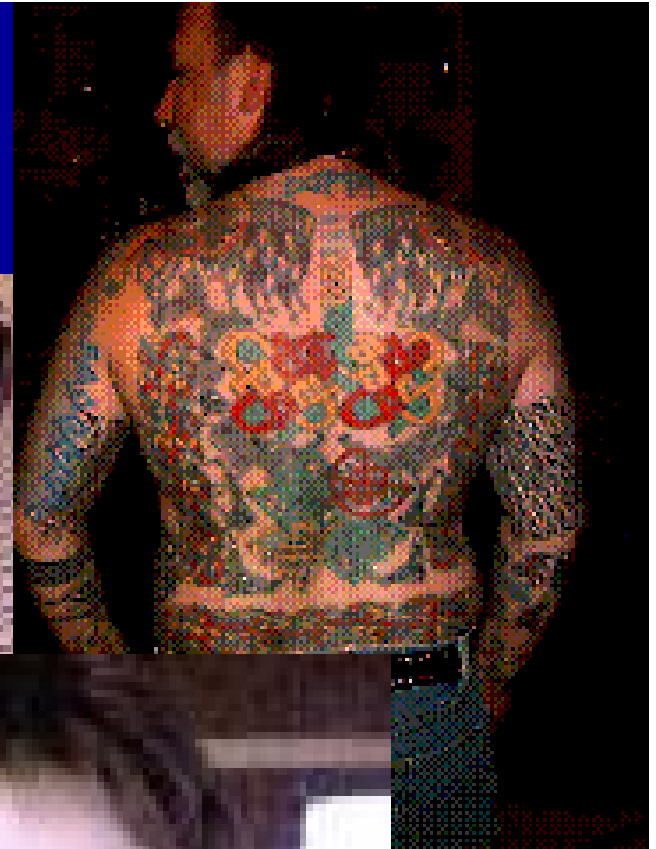
# Payment for Work

- Teacher Subs –
- \$55.00 (non-degree)
- \$65.00 (degree)
- \$75.00 (degree certified)
- Paraprofessionals/  
Secretarial- \$45.00
- Payday-on or just before  
the 25<sup>th</sup> of month
- Checks on campus,  
admin office or mailed



# Dress Code

- Please dress professionally
- Remove piercings
- Cover tattoos
- Men-shirts tucked in with a belt
- Clothing should not be:
  - Too short
  - Too revealing
  - Too tight
  - Too casual



# Removal from Substitute List

- CISD may remove a substitute from the official list at any time necessary.
- Substitutes may request to be removed from the list by contacting the CISD Administration Office.

# Campus Contacts

- Yoe High – Mrs. Thweatt; 697-3902
- CJH – Mrs. McAnulty; 697-2131
- Cameron Elem – Mrs. Shuffield; 697-2381
- Ben Milam – Mrs. Mitchan; 697-3761

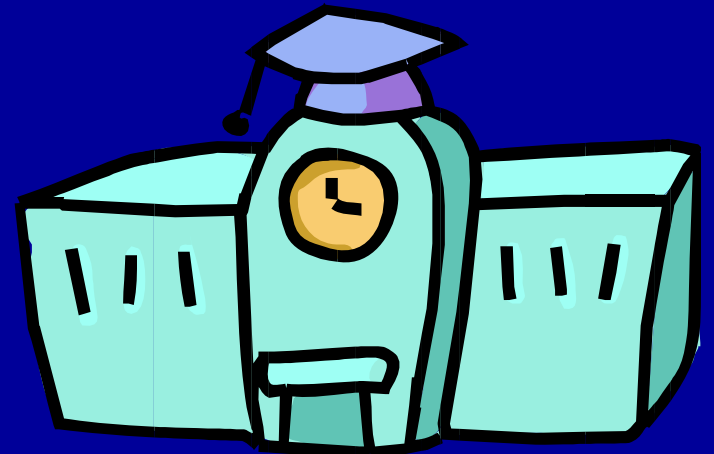
# Campus Hours

- Yoe High – 8:15 – 3:40
- Cameron Jr High – 8:00 – 3:25
- Cameron Elementary – 8:00 – 3:20
- Ben Milam – 8:00 – 3:20

# Duty Hours

- All day
- Arrive 30 minutes before first bell (if you are called early enough)
  - If not, please arrive as quickly as possible
- Check in office for assignment
- Subs may be reassigned during the day
- Stay until after students leave

*PLEASE BE ON TIME*



# Teacher Duty Assignments

- Substitutes may be expected to work whatever duty assignments normally given to the absent teacher.
  - Morning door
  - Bus loading/unloading
  - Lunch/cafeteria
  - Hallway
  - Playground

*Check with the campus staff to know  
for sure*

# Registration for Work

- In order to have your name on the Substitute List you need to complete the following page and:
  - Print out
  - Sign
  - Date
  - Mail or bring to the CISD administration office at 304 E. 12<sup>th</sup> Street, Cameron OR
  - Fax to CISD at 254-697-2448 OR
  - E mail to [sard@cameronisd.net](mailto:sard@cameronisd.net)

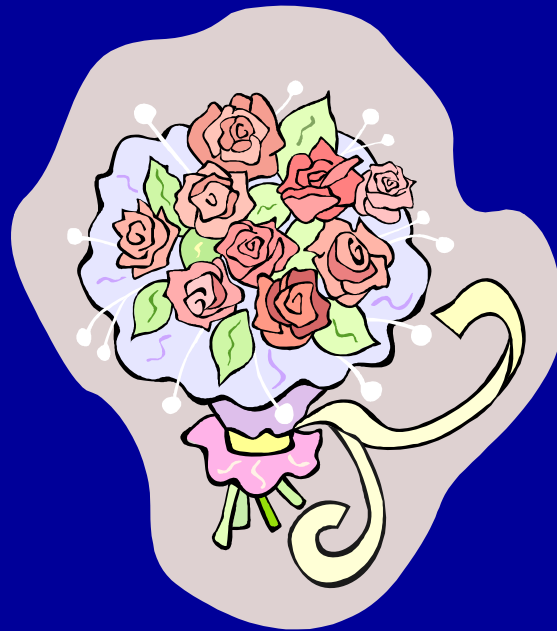
# Answer the Following

- When should a substitute show up at the campus for work?
- What does confidentiality mean?
- Name one responsibility of the teacher.
- Name one responsibility of the substitute.
- What is one idea that helps with classroom management?
  - Please sign and date here:

# THANK YOU!!

- You have now completed the on-line substitute orientation.
- Please print out or email the previous slide with your answers.
- Sign and date.
- Mail, fax, or e-mail to CISD administration.

**Thank you for being a CISD  
Substitute!!!!**



*We appreciate you!*