



New Substitute Orientation

07/13/2020

MCKINNEY
INDEPENDENT SCHOOL DISTRICT

Human Resources Staff

The Human Resources staff welcomes you to McKinney ISD. Do not hesitate to contact us with any questions or concerns.

Phone: 469-302-4117

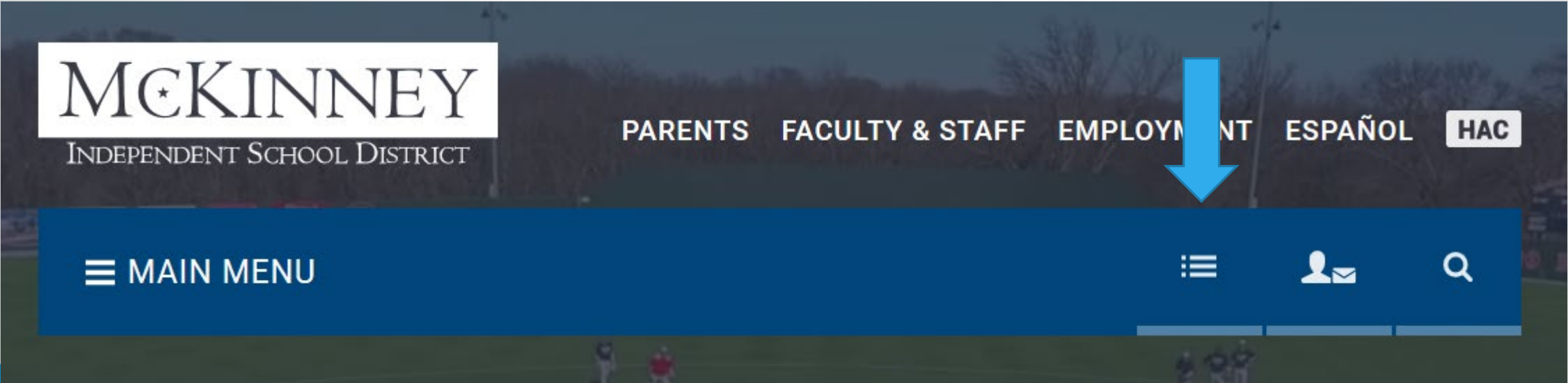
Fax: 469-302-4001

Email: hr@mckinneyisd.net

<http://ww.mckinneyisd.net/human-resources/>

Quick Links

The McKinney ISD webpage offers valuable information you may find helpful during your employment. Access the McKinney ISD website at www.mckinneyisd.net, then click on the Quick Links icon to view the list of options such as Board Policy Online, Calendars, and TimeClockPlus.



Substitute Hours and School Hours

Substitute hours are the same as regular employee hours. Substitutes are expected to report on time to job assignments.

Level	Grade	Student Hours	Substitute Hours
Early Childhood	Pre-K	7:45 am – 2:00 pm	7:30 am – 3:30 pm
Elementary School	K-5	8:00 am – 3:00 pm	7:30 am – 3:30 pm
Middle School	6-8	8:45 am – 3:45 pm	8:15 am – 4:15 pm
High School	9-12	7:30 am – 2:30 pm	7:00 am – 2:45 pm
Alternative Schools (DAEP, JJAEP and CRC)		7:30 am – 3:30 pm	8:00 am – 3:00 pm

In the event a substitute must arrive late to an assignment, call the campus directly.

School Safety

Visitors in the Workplace

All visitors are expected to enter the district facility through the main entrance and present a form of picture identification. Employees who observe an unauthorized individual (without a staff or visitor badge) on district premises should immediately direct him/her to the front office or contact the administrator in charge. Remember, substitutes must always wear their picture ID badge.

Release of Students

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the front office. Contact the front office to report an inquiry. In any event, students are not to be released from the classroom without official notice from the front office.

Accidents in School or on School Property

Should an accident occur, the substitute should not attempt to move a student who is unable to move on his/her own. In such cases, the substitute should send a reliable student to the office for help and stay with the injured student. In a case where there is a risk of exposure to blood or other material potentially containing blood borne pathogens, avoid exposure. The nurse or principal/administrator should be notified immediately.

School Safety (cont.)

STUDENT ILLNESS

If a student becomes ill while at school, the student should be sent to the nurse's office. In a case where there is a risk of exposure to blood or other material potentially containing blood borne pathogens, avoid exposure. Under no circumstances should a substitute administer medicine to a student. Regarding the treatment of students, all substitutes must comply with district board policy (FFAC).

FIRE, EMERGENCY DRILLS AND LOCKDOWN PROCEDURES

Fire, tornado, lock-in and lock-out procedures are posted near the doorway of each classroom. Become familiar with these procedures before class begins.

Responsibilities of Substitute

Arrive on time for assignment.

Call the campus if unable to report for the assignment on time.

Upon arrival at the campus

- Report to the front office and clock in at the wall mounted time clock. If traveling between two schools for two different assignments, check half day at each school on the time clock.
- Wear substitute identification badge. If not, substitutes will not be allowed to work and will not be paid for that day.

After reaching the classroom

- Locate the Substitute Folder and fully review the lesson plans for the day.
- Make note of any duty assignments such as monitoring hallways, cafeteria, bus duty, gym duty, etc.
- Supervise students at all times.

Review all other responsibilities outlined in the Substitute Handbook.



Special Education

The primary role of a substitute teacher in a special education classroom is to assist in the implementation of the Individualized Education Plans (IEP) for students with significant cognitive, physical and/or emotional/behavioral disabilities.

McKinney ISD Board Policies

All McKinney ISD Board policies and standards of conduct apply to all McKinney ISD employees including substitutes.

Access McKinney ISD Board Policy through Quick Links at:

<http://www.mckinneyisd.net>

Access McKinney ISD Board Policy online at:

<http://pol.tacb.org/Home/Index/310>

McKinney ISD Board Policies

- [DAA \(LEGAL\)](#)
- [DBAA \(LEGAL\) and \(LOCAL\)](#)
- [DC \(LEGAL\), \(LOCAL\), and \(EXHIBIT\)](#)
- [DGBA \(LEGAL\), \(LOCAL\), and \(EXHIBIT\)](#)
- [DH \(LEGAL\), \(LOCAL\), and \(EXHIBIT\)](#)
- [DHE \(LEGAL\), \(LOCAL\), and \(EXHIBIT\)](#)
- [DI \(LEGAL\)](#)
- [DIA \(LEGAL\), \(LOCAL\), and \(EXHIBIT\)](#)
- [FFG \(LEGAL\), \(LOCAL\), and \(EXHIBIT\)](#)
- [FFI \(LEGAL\) and \(LOCAL\)](#)
- [FNC \(LEGAL\)](#)
- [GRA \(LEGAL\) and \(LOCAL\)](#)

Equal Employment Opportunity

Criminal History and Credit Reports

Employment Practices

Employee Complaints / Grievances

Employee Standards of Conduct

Searches and Alcohol/Drug Testing

Employee Welfare

Freedom from Discrimination, Harassment, and Retaliation

Student Welfare – Child Abuse and Neglect

Student Welfare – Freedom from Bullying

Student Rights and Responsibilities – Student Conduct

State and Local Governmental Authorities

Note: Policy DBAA authorizes the District to obtain criminal history information for all employees including substitutes.

Professional Standards of Conduct

All District employees are required to abide by the Code of Ethics and Standard Practices for Texas Educators (the “Code of Ethics”, State and Federal law, District Policy, the Employee Acceptable Use Policy and ethical standards when communication with students and other employees, regardless of whether such communication takes place on campus, during instructional time, through use of a computer system or not.

Link to [DH \(EXHIBIT\)](#)

Employee Standards of Conduct

Board Policy [DH \(LOCAL\)](#)

- Appropriate Professional Relationships with the Students
An employee shall not form romantic or other inappropriate social relationship with students.
- Tobacco Use
An employee shall not smoke or use tobacco products or e-cigarettes on District property.
- Notification of Arrests, Indictments, Convictions or other Adjudications
An employee shall notify his or her immediate supervisor within three calendars days of any arrest, indictment, conviction, no-contest or guilty plea or other adjudication of the employee for any felony and offense involving moral turpitude and any other offenses listed in [DH \(LOCAL\)](#)
- Dress and Grooming
Substitutes may not wear clothing items prohibited by the student dress code
Business casual is the expected attire

Sexual Harassment

Sexual Harassment

- Normally repeated behavior but can only occur once
- Unwelcome behavior
- Not gender specific

“The District does not tolerate sexual harassment in any form – from employee to employee, from employee to student or from student to student. An employee has an obligation to report sexual harassment or sexual abuse to the campus principal, or if more appropriate, to the Chief Human Resources Officer. The administrator who has been notified will conduct an immediate investigation of the report and take action to remedy the situation.”

- Obligation to Report Link to [DIA\(LOCAL\)](#)

Daily Rates and Payroll Information

- Substitute for Professional and Paraprofessional Positions
 - \$110.00 – Certified teacher from any state
 - \$100.00 – Bachelor's degree or higher
 - \$90.00 – High School diploma/Associates degree
- Substitute Nurse
 - \$150.00 – Licensed Registered Nurse (RN)
- Substitute Speech Language Pathologists
 - \$400.00 – Licensed Speech Language Pathologist

The McKinney ISD pay schedule is bi-monthly, on the 15th and last day of the month (with the exception of winter break). Pay may be directly deposited into a bank account. Track days worked and monitor paychecks to ensure accuracy of payment.

Long-term Assignment Pay

Substitute assignments will be considered long-term if they are 20 consecutive days or more for the same employee. Long-term pay is an additional \$15.00 daily beginning the first day of the assignment.

Payroll

If you have any concerns or questions regarding payroll services, do not hesitate to contact a member of the payroll staff.

Phone: 469-302-4026

Fax: 469-302-4027

payroll@mckinneyisd.net

Dismissal of Non-Contract Employees

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal or a hearing. Substitute employment is at will, temporary and intermittent employment. Non-contractual employees have no property right in their employment and may be dismissed at will at any time for no reason or for any reason not prohibited by law. Non-contractual employees may resign at any time for any reason or no reason. Neither the handbook, nor any communication by any McKinney ISD employee, oral or written, nor any conduct of any kind between substitute employees and McKinney ISD representatives is intended in any way to create an employment contract binding on either McKinney ISD or any substitute employee.

Conclusion

The role of the substitute is one of great challenges and rewards and one in which substitutes may face new and different situations several times each day. The work is never easy. It requires the ability to walk into any classroom setting and carry out the daily activities as would the regularly assigned teacher. In addition to being ready on a moment notice, substitute teachers are also required to demonstrate quality in their teaching and professionalism in the way they relate to the students, parents and District employees. We hope the suggestions and ideas presented will help in this challenge. We also hope you realize you are an integral part of McKinney ISD and the success of students. We appreciate you and your commitment to our students.