



Independent School District

ALIEF INDEPENDENT SCHOOL DISTRICT
GENERAL INFORMATION SHEET

DISTRICT USE

BPLUS

AM

ID# _____

DATE: _____

PLEASE PRINT:

S.S. # _____ - _____ - _____ DATE OF BIRTH _____

NAME _____
LAST FIRST MI

ADDRESS _____ APT # _____

CITY _____ STATE _____ ZIP _____

LOCAL PHONE () _____ Cell () _____

EMAIL _____

ETHNICITY: (MARK ONLY ONE)

CAUCASIAN AFRICAN AMERICAN AMERICAN INDIAN HISPANIC ASIAN

GENDER: F M STATUS: MARRIED SINGLE US CITIZEN: YES NO

IF NO, Green Card or Work Auth. Card# _____ EXP _____

HIGHEST DEGREE HELD _____ RECEIVED FROM _____ YEAR _____

MAJOR _____

CERTIFIED TEACHER: YES NO RETIRED FROM TRS: YES NO

ACP Certification Area: _____

EMERGENCY NUMBER _____

I hereby declare that the information provided is complete and true. I understand any misrepresentation or falsification shall be sufficient cause for termination of employment. I have read and understood the above statement.

Signature of Employee

Date

Letter of Reasonable Assurance for the 2020-2021 School Year

This document provides notice of reasonable assurance of continued substitute employment with the district when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, etc.)

Nothing contained herein construes an employment contract.

Thank you for the service you provide for the students in our district.

Sincerely,

Joi Bailey

Joi Bailey
Human Resources Coordinator
Substitute Office Administrator

_____ Yes, I would like to be placed on the substitute staff roster for Alief Independent School District. I understand that I will be called to work on an “as needed” basis and that my name may be removed from the substitute roster by the District or me at any time for any reason or for no reason. I further understand that the placement of my name on the substitute roster does not guarantee that I will be called to substitute.

Name (Print)

Date

Signature

Substitute ID or SS #

CODE OF ETHICS FOR SUBSTITUTE TEACHERS/PARAPROFESSIONALS

Substitute Teachers/Paraprofessionals have an obligation to conduct themselves in an ethical manner in all areas pertaining to school operation.

- Criticism of students, school personnel, and school policies are made only to the principal of that building or to administrators in the Substitute Office.
- Treat all information about students and parents as confidential.
- Touching students with hands or other objects is PROHIBITED.
- You may not leave the campus during the hours of your assigned job.

Substitute Teacher/Paraprofessional Evaluations

Evaluation forms are sent to the Substitute Teacher Office from the schools regarding the performance of work, punctuality, etc. If a Substitute Teacher/Paraprofessional receives a positive or negative evaluation, a Human Resources administrator will contact the substitute usually by US mail. Substitute Teachers may not contact personnel at any school to discuss an evaluation. Receipt of a negative evaluation may result in the removal from the Substitute Teacher list and dismissal from any work in the Alief Independent School District.

Substitute Teachers/Paraprofessionals may be removed from the substitute list for the following (not all inclusive):

- leaving students unsupervised by an adult at any time
- administering corporal punishment to a student
- inappropriate language or interaction with students
- violating the AISD Code of Civility
- failure to report after accepting an assignment
- inability to work with staff members cooperatively
- physically touching students with hands or other objects
- working outside of the regular workday
- usage of district computers
- refusal to work during planning/conference period
- soliciting
- excessive tardiness
- engaging in conduct detrimental to the mission of the District

Personnel-Student Relations

All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law.

Sexual Harassment

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for the purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. DHC (Local)

Code of Ethics Cont.

Tobacco Use Prohibited

The board has prohibited smoking or using tobacco products at school-related or school-

sanctioned activities on or off school property.

Hazing

District personnel is also subject to the provisions of policy FNCC regarding hazing. Education Code 37.152(a)

Dress Code

For the purpose of establishing and maintaining a high standard of professional dress, Substitute Teachers/Paraprofessionals shall not wear the following according to Board Policy DH (R) (LOCAL):

- leggings
- skorts (short split skirts)
- earrings (male employees)

In addition, Substitute Teachers/Paraprofessionals shall not wear the following:

- shorts except as appropriate for job assignment
- colored denim jeans except on Spirit Day or Western Day
- athletic shoes except as appropriate for job assignment or on Spirit Day or field trips
- flip-flop (Dress sandals are permitted as long as there is a strap around the back to avoid the appearance of "flip-flops")

We request that you exercise good judgment in your dress. You are a role model for the students. Anyone wearing inappropriate attire may be asked to return home to change.

Name

Date

SUBSTITUTE PROFESSIONAL UNDERSTANDINGS

Read each understanding. **INITIAL EACH BOX** and then sign below. Your signature indicates that you have understand and agree to each understanding.

ACTIVE MONITORING

- Active monitoring is a requirement of substitutes. Remaining seated for extended periods of time is not in the best of interest of students or substitutes.
- Sleeping while at work is grounds for termination.

RETIREES

- Retirees may NOT work in Vacant Positions. It is the responsibility of the substitute to make sure you are eligible to work in any assignment. Failure to follow policy may result in monetary damages.

STUDENT CONTACT

- Making contact with students during periods of redirection is prohibited.

HOURS/POSITIONS

- Substitutes can work only the hours listed for the level of campus assigned.
- Substitutes may not work in any other position in the district.

HIGH SCHOOL TRAFFIC

- When accepting high school assignments:
- Allow ample time due to traffic congestion.
- High school arrival time is 7:00 a.m.
- Allow an additional 15-30 minutes for traffic, parking, and travel inside the building.

CANCELLED JOBS

If you cannot fulfill an accepted assignment:

- Cancel the job in Absence Management as soon as possible**
- You are responsible for the professional courtesy of contacting the campus, especially if it is 1 hour or less before the start of the assignment.
- All jobs cancelled by substitute will be monitored.
- If cancellations occur frequently, this action could lead to your removal from the substitute teacher list and dismissal from any work in the Alief Independent School District.

ELECTRONIC DEVICES

- Electronic devices are not allowed during instruction.
- Do not use your cell phone for talking or texting during instruction.** This includes the use of blue tooth devices.
- Do not use personal computers during instruction.

FAILURE TO WORK

- Substitutes must work a minimum of one day per calendar week.
- If you are unable to work please make yourself unavailable in Smart Find and contact your substitute specialist to discuss your specific situation.
- Failure to work a minimum of one day per calendar week could result in inactivation.
- After thirty days of inactivity, profiles will be completely removed from the system. If this occurs, you must repeat the application process which includes an interview and assessment test.
- Substitutes working as administrative substitutes are an exception to this rule.

USE OF DISTRICT COMPUTERS

- The usage of any District computer for personal use is PROHIBITED.
- Do not allow students to use computers unless the computer usage is designated in the lesson plan
- If internet usage is part of the lesson plan, closely monitor student usage and the programs accessed.

PLANNING PERIODS

- You are not guaranteed a planning period.**
- Substitutes work 7.5 hours a day with a 30 minute duty free lunch.
- If you are asked to work during the planning period you are expected to do so.

LATE CALLS

- If you receive a late call (after school has begun) you MUST call the school secretary to verify that you are needed. Failure to do so will result in "no pay" if you arrive at the school and are not needed. You must arrive within one hour of accepting a late assignment.

LOCATION OF SCHOOLS

- Be familiar with the location of schools in the district.
- Extra maps are available upon request.
- Familiarizing yourself with the map will enable you to reach your destination on time.

- Please allow ample time for travel when accepting assignments at locations that you are not familiar.

GOOD PRACTICES

- Be punctual in all aspects of your assignment.
- Follow lesson plans unless you are directed by administration to follow a different plan.
- Greet students as they arrive and introduce yourself.
- Check the room when you enter, after ever class change, and before leaving. The room should be left in a comparable condition to the beginning of your assignment.
- Protect and safeguard all personal items, equipment, and school property. Substitutes will not have room keys; for this reason extra care is needed regarding personal belongings.
- Leave the teacher a note explaining what your day was like, leaving information on student’s work or appropriate behaviors. Stick to the facts and refrain from giving your opinion on a situation.
- Be organized.
- Leave your personal life at home.
- Speak clearly.
- Be reasonable in your expectations.
- Have a sense of humor.
- Use proximity to your advantage; be active and mobile.
- Behavior is largely a product of its immediate environment.
- SOLICITATION IS NOT ALLOWED IN ALIEF ISD.
- Smoking is prohibited on school grounds
- Green parking permit must be visible in your window when on a high school campus.

“AT-WILL” EMPLOYMENT

- Substituting for Alief ISD is on an “AT-WILL, “AS NEEDED” basis. As an AT-WILL” employee, you are not guaranteed to have a position on a daily basis. School district administrators may decide - at any time - to terminate assignments, when such actions would better serve the needs of students, campus, or district.

Printed Name _____

Signature _____ Date _____