

Substitute 2022-2023 Handbook



This handbook is a general guide for substitutes. The provisions of this handbook do not constitute an employment agreement/contract or a guarantee to continue employment. The provisions of this handbook may be changed at anytime.

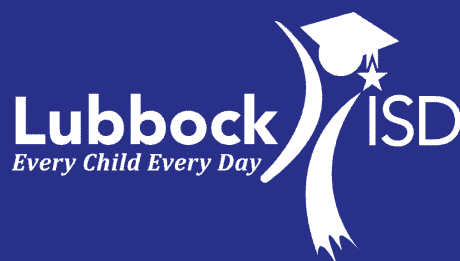
From the Superintendent

Congratulations for deciding to become a substitute teacher! We value your service and depend on you each and every day. Substitute teaching is a valuable educational component in our schools. It is rare when a teacher does not need a substitute at some point during their career, whether for a personal or professional reason. Parents, teachers, principals, and students value a highly qualified substitute teacher.

Research has shown that a student spends over one full year with a substitute teacher by the time she/he graduates from high school. It is important for the student to continue to receive quality instruction during the teachers absence. Skilled substitute teachers can have a lasting impact on a student's educational career. Substitutes are in a unique position in the district and are an essential part of school success.

There are certain policies and procedures that apply only to Substitutes. Therefore, the substitute handbook has been developed in an effort to clarify policies and procedures that apply to substitutes and to make your work more effective and enjoyable. We hope you will become familiar with the contents and find it a useful source of information. Again, I am grateful for your willingness to serve as a substitute in our district!

Dr. Kathy Rollo
Superintendent of Schools



★ Payroll
Information

★ Campus
Directory

★ Restrictions

1628 19th St
Lubbock, TX 79401
806-219-0045

humanresources@lubbockisd.org



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EMPLOYMENT

Only those applicants hired by the Human Resources Office are eligible to substitute for the Lubbock Independent School District. All required documents must be turned in before the applicant can be processed.

When a substitute has been hired, a confirmation letter will be sent to the email address provided by the applicant. Upon receipt of this notice the substitute must follow the instructions to activate their account. After completing the steps listed in the welcome email, you may log in to the Substitute Management Center (**SMC**) to view available jobs. The **SMC** is the online, web-based system which the district uses to maintain records and dispatch substitutes.

If you have changed your mind and can no longer substitute or have found another job, please notify the Substitute Office at 806-219-0045.

GENERAL INFORMATION

Hours of employment

1. In general schools are in session as listed below:

- 7:45 a.m. - 3:25 p.m. - Elementary Schools*
- 8:20 a.m. - 4:00 p.m. - Middle Schools*
- 8:15 a.m. - 4:10p.m. - High Schools*

*Please note **hours may vary from campus to campus.** Campus schedules that differ from the “norm” will be noted in the assignment in the **SMC**.

2. Arrive no later than 15 minutes prior to the assigned job time.

3. You are entitled to a 30-minute duty free lunch period for full day jobs.

4. Substitutes are required to be on duty the same length as the regular staff member.

5. If an emergency arises and you must leave your assignment early, you must notify the campus administrator before you leave.

6. Monitor TV newscasts, email or the radio for instructions on days of inclement weather. The sub should follow the same instructions that apply to all teachers.

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SUBSTITUTE Pay

1. Substitutes will be paid at the approved rate for the current school year.
2. Those who work on a long-term assignment of eleven consecutive days or more in the same assignment will be paid the approved long-term assignment rate for the current school year.
3. Substitutes will earn an extra \$10.00 for jobs picked up on Mondays and Fridays.
4. Any substitute that submits documentation qualifying them for another pay rate, such as a transcript or a teaching certificate, to the substitute office after they begin substituting will receive the new pay rate **effective the date the document is submitted to the substitute office.**
5. Substitutes are paid twice each month. The payroll calendar (page 3) shows relevant information about payroll. Payroll checks run two weeks behind.
6. Substitutes, regardless of length of employment, are not entitled to any benefits.
7. Questions regarding your paycheck are to be directed to the Payroll office at 806-219-0244. If you wish to view your paycheck stubs online go to the [Employee Service Center](#) on the Lubbock ISD website.

Clerical (high school diploma or GED equivalent) \$70.00 per day
**eligible for educational aide & clerical substitute jobs only*

Regular (non-degreed or Associates, min. 60 college hours) \$72.00 per day
**eligible for teacher, educational aide & clerical substitute jobs*

Degreed (Bachelor's degree or above) \$82.50 per day
**eligible for teacher, educational aide & clerical substitute jobs*

Certified (Current TX cert.; Paraprofessional cert. excluded) \$103.00 per day
**eligible for teacher, educational aide & clerical substitute jobs*

Lubbock ISD Retired Certified \$134.00 per day
**eligible for teacher, educational aide, and clerical jobs*

Nurses \$134.00 per day
**eligible for substitute nurse jobs only*

SUBSTITUTE EMPLOYEE PAYROLL DATES 2022-2023

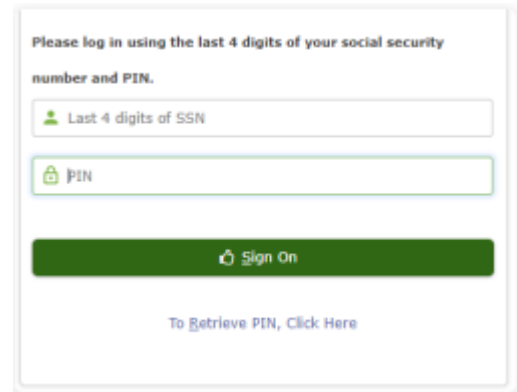
PAY PERIODS	PAY DATES
Aug 1 - 15 (11 days)	August 31, 2022
Aug 16 - 31 (12 days)	September 15, 2022
Sept 1 - 15 (10 days)	September 30, 2022
Sept 16 - 30 (11 days)	October 14, 2022
Oct 3 - 14 (9 days)	October 31, 2022
Oct 17 - 31 (11 days)	November 15, 2022
Nov 1 - 15 (11 days)	November 30, 2022
Nov 16 - 30 (6 days)	December 15, 2022
Dec 1 - 15 (11 days)	December 21, 2022
Dec 16 - 21 (4 days)	January 13, 2023
Jan 5 - 13 (7 days)	January 31, 2023
Jan 17 - 31 (11 days)	February 15, 2023
Feb 1 - 15 (11 days)	February 28, 2023
Feb 16 - 28 (9 days)	March 10, 2023
Mar 1 - 10 (8 days)	March 31, 2023
Mar 20 - 31 (10 days)	April 14, 2023
April 3 - 14 (8 days)	April 29, 2023
April 17 - 28 (10 days)	May 15, 2023
May 1 - 15 (11 days)	May 31, 2023
May 16 - 31 (11 days)	June 15, 2023

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RESPONSIBILITIES

Accepting Assignments

1. Accept assignments only through the **SMC**.
 - Do not accept word of mouth assignments.
 - You must be attached to the job in order for payroll to be processed correctly.
2. Log on to the **SMC** using the last four digits of your SSN and the PIN number assigned to you.
 - To view available jobs, click on [Search for Jobs](#) in the navigation bar on the left side of the screen.
 - Scroll to the right to see job details such as hours of duty, teacher's name, and subject.
 - To accept a job, highlight it and click accept.
3. Staff members may request a particular substitute provided the request is made prior to 24 hours before the assignment.
 - These jobs will show up under Pre-Arranged Jobs in the **SMC**
 - You can choose to accept or reject the assignment by clicking the appropriate button.



Please log in using the last 4 digits of your social security number and PIN.

Last 4 digits of SSN

PIN

Sign On

To Retrieve PIN, Click Here

Cancellations/No Shows

1. If you are unable to fulfill an assignment, you must inform the campus as soon as possible to make them aware of the situation.
 - Failure to report for an assignment without notification to the campus will be recorded as a no show.
 - Any job that is canceled after the end of the school day prior to the assignment, will be considered a no show.
 - Failure to follow the cancellation process may result in a restriction from the campus.
 - Accrual of three no show reports may constitute a district-wide restriction for the remainder of the school year.

Availability

1. You should be prepared to respond to job assignments and keep all commitments.
2. Substitutes that accept assignments for the same day should first contact the campus to confirm that a sub is still needed. Sometimes the campus will cover if the school day has already started.
3. Those who are not available for service for a period of time should note this on the availability calendar in the **SMC**. If you will be out longer than two weeks, please contact the sub office.
 - To change the availability calendar, log into the **SMC**
 - Select **Availability** from the menu on the left
 - Click the link on the day you want to change
 - Enter the date range you would like to modify

Substitute Status

1. Substitutes are at-will employees. This means employers may terminate employment at any time for any reason or no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.
2. Substitutes are hired on an as needed basis and sub jobs are available in the SMC as needed by the campus/teacher. There is no guarantee that you will secure an assignment every day.
3. Substitutes are hired for the current school year only and are expected to complete the renewal process by the deadline date to be placed on the returning list for the following school year.
4. To remain as an active substitute, **you must accept a minimum of 4 jobs per month**. Failure to do so may result in a restriction or termination of your substitute role for the remainder of the school year.



Contact Information

1. It is your responsibility to inform the Human Resources Department of any change to your contact information.
 - For name changes, you should submit a copy of your social security card listing the new name.
 - Address and phone numbers can be changed by submitting the appropriate [form](#) to the Human Resources Department.

Restrictions

1. You should perform all duties as assigned by the campus. If a substitute is not satisfactorily carrying out their responsibilities, the campus will notify the Substitute Office using the district approved substitute restriction form.
2. You may receive a restriction for reasons including:
 - No showing to assignments
 - Not following the cancellation procedures
 - Poor job performance*

*This includes but is not limited to: arriving late, leaving early, refusing reassignment, refusing to assist during conference periods.
3. Any substitute that receives three restrictions may be removed from their substitute role for the remainder of the school year.
4. You may be subject to suspension or termination for the following:
 - Leaving the job without permission
 - Not responding to job assignments and keeping all commitments
 - Not working the minimum four jobs per month
5. Substitutes are subject to **immediate termination** for the following:
 - Inappropriate behavior with children or staff
 - Being Indicted or convicted of violating the law

Campus Check In/Out

1. Upon arrival to the campus, you should report directly to the front office , give your name, provide the job ID number, and follow the campus security protocols.
2. To receive a guest teacher badge and keys, you will leave your personal keys with the secretary to be kept in a secure location.
 - Guest teacher badges are to be worn and visible throughout the entire school day.
3. **Substitutes are required to clock in and out at the beginning and end of an assignment using their substitute ID number.** Clocking in and out at lunch is not necessary.
 - Missed clock in/out times should be emailed to the campus secretary as soon as possible for the correction to be made.
 - It is recommended that you track assignments on a calendar to assist you in reviewing your paystub.
4. If you are going to be late, it is your responsibility to inform the campus administrator of the circumstances.
5. You should not leave the campus during duty hours without the principal's permission.
6. Prior to leaving the campus, the sub should return all items to the front office and sign out. At this time, guest badges and keys will be returned in exchange for personal keys.

*** Please note: Substitute assignments are subject to change upon arrival at the campus.** For example: assignments for a staff member out for Jury Duty can turn into a half day job or the campus principal may move you to another class where the need is greater.

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Professional Ethics

1. Use extreme caution in expressing personal reactions and opinions about what you see and hear in various schools.
2. Do not make comments comparing one school with another or comparing the children in one neighborhood with those in another neighborhood.
3. Do not criticize a regular staff member. If you have a complaint concerning a regular staff member, address it with the campus administrator.
4. Never release a student to another person without the principal's direct involvement.
5. Maintain confidentiality in all matters relating to students and coworkers.
6. The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent (business casual preferred).

INSTRUCTIONAL RESPONSIBILITIES

Lesson Plans

1. Teachers have been instructed to leave a sub folder with pertinent information where it can be easily found. If lesson plans cannot be located, contact the front office or team teacher for assistance.
2. The sub folder should include:
 - Daily class schedule (including lunch schedule)
 - Any changes to the regular schedule (i.e., fire drills, assemblies, field trips, etc.)
 - Lesson plans for each assignment
 - Class role and/or seating charts
 - Any special duties related to the school day
3. You are responsible for following the lesson plans left by the teacher.
4. Do not assign written work and leave it to be graded by the regular teacher, except at the teacher's request. Any written work you assign, in addition to the regular lesson plan, should be graded and left for the teacher to examine.

Assignments

1. As a substitute, you should make every effort to preserve the regular routine of the class and to perform all the duties expected of the regular teacher.
 - Students should be engaged in instructional activities during instructional time.
 - You should actively monitor the class.
2. The substitute is responsible for the students, equipment, and material assigned to his/her care.
3. Proper handling of disciplinary problems will reinforce your class management capabilities.
 - The substitute should never keep a child from any part of his/her lunch period, use repetitive copying or exercises as punishment, keep a child after school, or physically touch or handle a child as a means of control. If there is a question about a discipline situation, the principal should be contacted immediately.
4. Arrange for parent conferences only after the principal has been consulted.
5. The substitute should recognize the importance of his/her role in the students' education.
6. Seek help when the need arises.

Long-term Assignments

1. When the substitute is hired on a long-term basis, the substitute should follow the principal's directions regarding grading student's work.
2. Long term substitutes may be required, at the discretion of the principal, to attend professional development, parent teacher conferences or remain on campus during early-release days.

Clerical Assignments

Paraprofessional substitutes should follow the instructions of their immediate supervisor. Because procedures may be different at each campus, paraprofessional substitutes should not hesitate to ask for directions or clarification of responsibilities.

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CAMPUS PROCEDURES

Student Attendance

1. Substitutes are required to take attendance. Schools may differ in attendance reporting procedures; you should inquire in the office for campus specific instructions.
2. It is imperative that accurate attendance be kept in recording student absences. Students should not be allowed to take attendance.
3. Check with the office regarding the campus specific tardy policy.

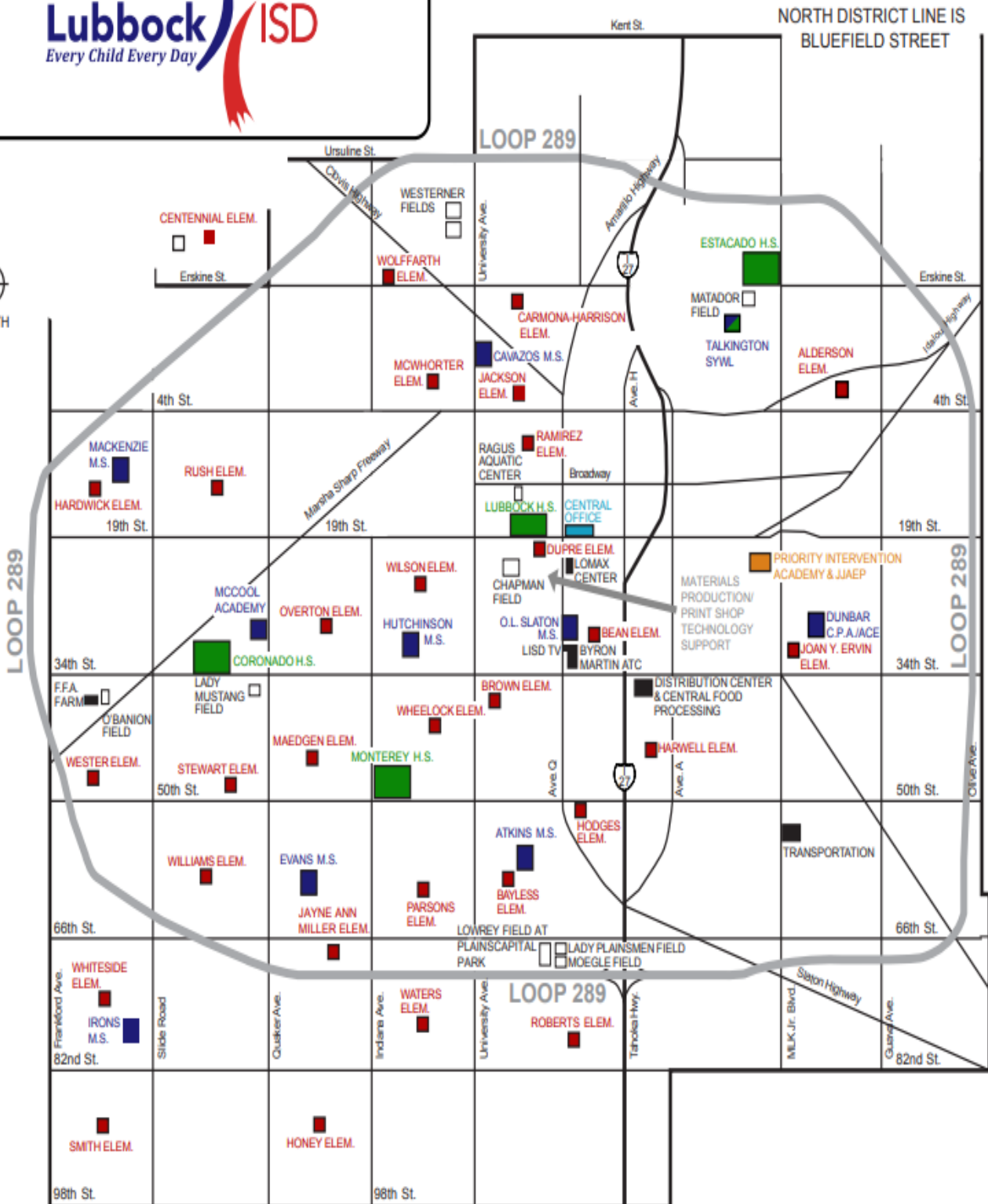
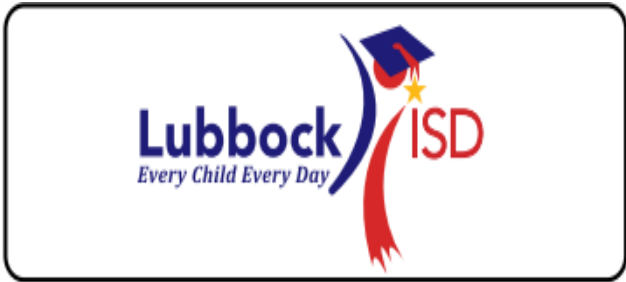
Classroom Procedures

1. You should check with the campus regarding the teacher's mailbox in case the teacher or office staff have left additional instructions or materials that need to be distributed.
2. Personal cell phone use is not allowed in classrooms with students present.
3. It is recommended for you to leave a note for the teacher letting them know of how the day went and any important information they may have missed.
4. Before leaving for the day, be sure the classroom is locked and that everything is left as it was found.

Student Discipline

1. Corporal punishment is not to be administered.
2. Substitutes should never physically touch or handle a student as a means of control.
3. You should not use profanity, sarcasm, or ridicule the students.
4. Never keep a student from any part of their lunch or after school.
5. Do not use repetitive copying or exercises as punishment.
6. The substitute should be fair, firm, and consistent in their discipline.
7. For any questions or problems, speak with the campus administrator.

SCHOOL LOCATIONS



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DIRECTORY OF SCHOOLS / ELEMENTARY SCHOOLS

CAMPUS	TELEPHONE	ADDRESS	ZIP
Alderson	806-219-8000	219 Walnut Ave.	79403
Bayless	806-219-5000	2115 58th St.	79412
Bean	806-219-5100	3001 Ave. N	79411
Brown	806-219-5300	2315 36th St.	79412
Carmona-Harrison	806-219-8400	1910 Cesar E. Chavez Dr.	79415
Centennial	806-219-7800	1301 N. Utica	79416
Ervin	806-219-8200	1802 E. 28th St.	79404
Hardwick	806-219-5600	1420 Chicago Ave.	79416
Harwell	806-219-5700	4101 Ave. D	79404
Hodges	806-219-5800	5001 Ave. P	79412
Honey	806-219-5900	3615 86th St.	79423
Maedgen	806-219-6200	4401 Nashville Ave	79413
McWhorter	806-219-6100	2711 1st St.	79415
Miller	806-219-8100	6705 Joliet Dr.	79413

DIRECTORY OF SCHOOLS / ELEMENTARY SCHOOLS (CONTINUED)

CAMPUS	TELEPHONE	ADDRESS	ZIP
Overton	806-219-6300	2902 Louisville Ave.	79410
Parsons	806-219-6400	2811 58th St.	79413
Ramirez	806-219-6500	702 Ave. T	79401
Roberts	806-219-7900	7901 Ave. P	79423
Rush	806-219-6700	4702 15th St.	79416
Smith	806-219-6800	8707 Dover Ave.	79424
Stewart	806-219-6900	4815 46th St.	79414
Waters	806-219-7000	3006 78th St.	79423
Wester	806-219-7100	4602 Chicago Ave.	79414
Wheelock	806-219-7200	3008 42nd St.	79413
Whiteside	806-219-7300	7508 Albany	79424
Williams	806-219-7400	4812 58th St.	79414
R. Wilson	806-219-7500	2807 25th St.	79410
Wolffarth	806-219-7600	3202 Erskine	79415

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DIRECTORY OF SCHOOLS / MIDDLE SCHOOLS

CAMPUS	TELEPHONE	ADDRESS	ZIP
Atkins	806-219-3000	5401 Ave. U	79412
Cavazos	806-219-3229	210 N. University	79415
Dunbar	806-219-3439	2010 E. 26th St.	79404
Evans	806-219-3647	4211 58th St.	79413
Hutchinson	806-219-3800	3102 Canton Ave.	79410
Irons	806-219-4013	5214 79th St.	79424
Mackenzie	806-219-4200	5402 W. 12th St.	79416
O.L. Slaton	806-219-4443	1602 32nd St.	79411
McCool Academy	806-219-4647	4402 31st St.	79410
Talkington SYWL	806-219-2226	415 N. Ivory	79403

DIRECTORY OF SCHOOLS / HIGH SCHOOLS

CAMPUS	TELEPHONE	ADDRESS	ZIP
Coronado	806-219-1104	4910 29th Dr.	79410
Estacado	806-219-1472	1504 E. Itasca Ave.	79403
Lubbock	806-219-1658	2004 19th St.	79401
Monterey	806-219-1962	3211 47th St.	79413
Talkington SYWL	806-219-2226	415 N. Ivory	79403

DIRECTORY OF SCHOOLS / ALTERNATIVE SCHOOLS

CAMPUS	TELEPHONE	ADDRESS	ZIP
Byron Martin ATC/LISD TV	806-219-2800	3201 Ave. Q	79411
Matthews Alternative	806-219-2600	417 N. Akron Ave.	79415
Priority Intervention	806-219-2400	1324 E. 24th St.	79404
JJAEP	806-219-2450	2025 N. Akron Ave.	79415
LCJJC	806-219-2700	2025 N. Akron Ave .	79415
Aquatic Center	806-219-0830	2004 14th St.	79401
REACH Program	806-219-2900	3101 E. 2nd St.	79403
Vocational Tran. Center	806-219-2416	1323 E. 24th St.	79404

LISD DEPARTMENTS

DEPARTMENT	TELEPHONE	COMMENT
Human Resources	806-219-0040	To turn in paperwork
Substitute Office	806-219-0045	Substitute questions
LISD Switchboard	806-219-0000	For all departments
Payroll	806-219-0244	Paycheck questions
Regional Deaf	806-219-0370	Deaf Education questions
Email Helpdesk	806-219-0199	Email login questions

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STANDARDS OF CONDUCT

- All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. **{See DH(Exhibit)}**
- All District employees shall recognize and respect the rights and confidentiality of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.
- Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels **{See DGBA}**

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. **{See DCD and DR series}**

VIOLATIONS OF STANDARDS OF CONDUCT

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

ELECTRONIC MEDIA

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District.

The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which employees may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

ELECTRONIC MEDIA *STUDENTS*

An employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. **{See CPC}**

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination or employment.

**ELECTRONIC MEDIA
PERSONAL USE**

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**SAFETY
REPORTING**

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. **{see DIA}**
2. Students. **{See FFH; see FFG regarding child abuse and neglect}**

**HARASSMENT OR
ABUSE**

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

**DRESS & GROOM-
ING**

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. **{See FFH}**

**RELATIONSHIPS
WITH STUDENTS**

Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. **{See also GKA}**

TOBACCO USE

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Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

ALCOHOL & DRUGS

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, and narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

ALCOHOL & DRUGS EXCEPTIONS

Each employee shall be given a copy of the District’s notice regarding drug-free schools. **{See DI(Exhibit)}**

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ALCOHOL & DRUGS NOTICE

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;
 - Deliberate violence;
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or acts constituting abuse under the Texas Family Code.

**ARRESTS,
INDICTMENTS,
CONVICTIONS, &
OTHER FINDINGS**

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EMPLOYMENT AFTER RETIREMENT

It is incumbent upon the retiree to understand the current laws and rules pertaining to employment after retirement.

For clarification regarding these laws and rules, please review the [TRS Employment After Retirement Brochure](#) or call 1-800-223-8778.

MISCELLANEOUS INFORMATION

Email

- Please check your email regularly, but at least weekly. With the number of substitutes employed by LISD, this is the only consistent method of communication.
- Contact the Substitute Office by emailing: humanresources@lubbockisd.org
- For problems with your district email call the Help Desk at 806-219-0199.

Resignation

- If you need to resign, you **MUST** submit an email or letter of resignation to the Substitute Office.

Address/Name Change

If you have any changes to your name or contact information, please contact the Human Resources Department as soon as possible.

Reminders

- You are required to work **4 times per month** in order to stay active with LISD.
- No Shows are **NOT** acceptable.
- If you walk out on a campus and do not fulfill your assignment, you will be resigned as a substitute.

All Lubbock ISD Employees are required to follow all LISD policies including those not referenced in this handbook.

There's no substitute for a great substitute teacher!
Thank you!