Alamo Heights ISD

2022-2023 Substitute Staff Handbook

July 1, 2022

To All Substitutes:

Welcome to Alamo Heights Independent School District! Your job as a substitute is an important and challenging one. The Human Resources Department of Alamo Heights ISD has developed this handbook to give you helpful information about the operations of our District. The handbook is intended as a general overview of the practices and procedures but does not supersede the responsibilities outlined by each principal.

It is our hope that your experience as a substitute will be a rewarding and positive one.

Respectfully,
Human Resources Department

Alamo Heights ISD does not discriminate against any employee or applicant for employment because of race, religion, national origin, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Director of Human Resources.

This handbook does not constitute an offer of employment or alter the fact that an at-will employment relationship may be terminated by either party at any time. Alamo Heights ISD reserves the right to change or modify the contents of the handbook at any time without prior notice to employees.

The Alamo Heights ISD Title IX Coordinator is Frank Stanage, AHISD Director of Human Resources. Any person who wishes to report sexual discrimination or sexual harassment involving any district activity or program may report it by calling 210-832-5955, or via email sent to fstanage@ahisd.net.

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MISSION STATEMENT

The Alamo Heights Independent School District, the heart of our community whose passion is excellence, will educate and empower every student to excel academically and as a confident, compassionate citizen with impeccable character and a global perspective through engaging, personally challenging, and relevant experiences that inspire learning for life.

MOTTO

Live Honorably • Act Humbly • Model Dignity

District Information

A Brief History

The Alamo Heights Independent School District traces its history from the year 1909 when the first school, a two-room wooden frame building on Townsend Avenue, was built in this picturesque area as part of a rural county district. A new school building of masonry was later constructed on the site that is now Cambridge Elementary School. In 1923, just one year after the high school building was added to the growing campus, the Alamo Heights system became an independent school district of 300 students.

While the hub of activity for Alamo Heights students centered at Cambridge until the 1950s, the district branched out into the neighboring community at the former cement plant near Jones-Maltsberger Road, also called "Cementville." Known as the "Bluebonnet School," the Alamo Heights Ward School served children whose parents worked at the plant.

The present athletic stadium was built in 1938 by the Work Projects Administration. Originally, games were played at Howard Field on the present Cambridge site, where former head coach Earl "Mule" Frazier led the football team to a first district championship in 1926 – and lent Alamo Heights its mascot.

World War II was responsible for a very real transition for Alamo Heights from a rural district to a suburban district, accompanied by the baby boom and opening of numerous subdivisions within district boundaries. In fact, the district almost doubled during that time.

To continue to meet the needs of a growing population, the district erected Alamo Heights High School in 1949-50, the original unit of Woodridge Elementary in 1951-52 (a wing was added the following year to house additional children), Howard Early Childhood Center in 1956, Alamo Heights Junior School in 1959, and the former Robbins Elementary School in 1964.

During the past two decades, Alamo Heights patrons overwhelmingly approved bond elections to provide improvements and additions at all district buildings. With these sophisticated upgrades, the Alamo Heights Independent School District will continue its tradition of academic excellence in all areas of study.

Today, the Alamo Heights Independent School District covers 9.4 square miles and serves students from the communities of Alamo Heights, Terrell Hills, Olmos Park, and a portion of north San Antonio.

Board of Trustees 2022-2023

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Brian Hamilton, President

- Stacy Sharp, Vice President

- Lisa Krenger, Secretary

- Clay Page Assistant Secretary

- Carey Hildebrand, Trustee

- David Hornberger, Trustee

- Ryan Anderson, Trustee

- Dr. Dana Bashara, Superintendent

Administration

Superintendent, *Dr. Dana Bashara*, (210) 832-5953

Assistant Superintendent for Administrative Services, *Dr. Frank Alfaro*, (210) 832-5954

Assistant Superintendent for Business and Finance, *Mike Hagar*, (210) 822-3374

Assistant Superintendent for Curriculum and Instruction, *Dr. Jimmie Walker*, (210) 832-5954

Director of Human Resources, *Frank Stanage*, (210) 832-5955

Director of Communication, *Julie Ann Matonis*, (210) 804-7564

Director of Special Education and Student Services, *Melissa Benavidez*, (210) 824-7305

Director of Instructional and Information Technology, *Brian Grenier*, (210) 832-5780

Director of Athletics, *Ron Rittimann*, (210) 832-5717

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Administrative Office: (210) 824-2483
Secretary to the Superintendent ....*Alicia Caballero*
Secretary to the Assistant Superintendent for Administrative Services ....*Tori Rodriguez*
Secretary to the Assistant Superintendent for Curriculum and Instruction..........*Lori Garcia*
Receptionist and Benefits ....*Angela Mancera*
Human Resources Specialist.. *Maria Casillas*
Communications Specialist.. *Casey Viera*

Business Office: (210) 822-3374
Bookkeeper ....*Melissa Arredondo*
Accounts Payable Clerk ....*Loretta Arellano*
Accounts Receivable Clerk.. *Mayra Mendoza*
Payroll Clerk...*Valeria Acevedo*

Food Services: (210) 832-5940
Director of Food Service ....*Shawn Sheets*

Plant Services and Transportation: (210) 832-5973
Transportation Coordinator.. *Leah Larsson*
Plant Services Secretary ....*Toni Gilbert*

Gifted and Talented Program: Grades K-5 (210) 832-5844
                                         Grades 6-8 (210) 832-5823
                                         Grades 9-12 (210) 820-8850
Heights Office Secretary .... *Tammy Vollmer-Slowey*
GT Coordinator, K-5...*Ann Veazey*
GT Coordinator, 6-8.. *John Sheppard*
GT Coordinator, 9-12.. *Joseph Holzmann*

Technology Office: (210) 832-5780
Network Administrator..*Kevin Lam*
Technology Secretary/Help Desk.. *Heather Beckstrom*
Technology Information Systems Specialist/Web Master .... *Tricia Corey*
Mobile Device Manager... *Zach Almaraz*
Technician...*Tim Pethtel*
Technician.. *Bryan Slocumb*
Technician...*Trevor Stuart*
Technician... *David Wright*

Educational Development Center (Special Education Program): (210) 442-3700
Secretary to Director of Special Education and Student Services.................*Cynthia Mayorga*
Receptionist ....*Jennifer Frausto*

Campus Directory

Howard Early Childhood Center (Pre K and Kindergarten)
Sub Coordinator: Kim Romines
7800 Broadway
San Antonio, Texas 78209
(210) 832-5900
Yvonne Munoz, Principal
Carlos Cabasos, Assistant Principal
Amy Lagueux, Academic Dean

Cambridge Elementary School (Grades 1-5)
Sub Coordinator: Jenny Gonzalez
1001 Townsend Avenue
San Antonio, Texas 78209
(210) 822-3611
Jana Hawkins, Principal
Heather Smith, Assistant Principal
Amy Lagueux, Academic Dean

Woodridge Elementary School (Grades 1-5)
Sub Coordinator: LouAnn Laureano
100 Woodridge
San Antonio, Texas 78209
(210) 826-8021
Gerrie Spellman, Principal
Salena Valdes, Assistant Principal
Amy Lagueux, Academic Dean

Alamo Heights Junior School (Grades 6-8)
Sub Coordinator: Ursula Garcia
7607 N. New Braunfels
San Antonio, Texas 78209
(210) 824-3231
Stuart guthrie, Principal
Yadira Palacios, Academic Dean
Rene Gomez, Assistant Principal
Liz Aguirre, Assistant Principal

Alamo Heights High School (Grades 9-12)
Sub Coordinator: Samantha Ward
6900 Broadway
San Antonio, Texas 78209
(210) 820-8850
Corey Smith, Principal
Charlotte Dolat, Academic Dean
Joseph Holtzmann, Assistant Principal (A-Go)
Sean Reno, Assistant Principal (Gr-Pa)
Vanessa Castillo, Assistant Principal (Pe-Z)

General Information

Applications for substitute teaching are processed through the Alamo Heights Substitute Coordinator. The following information is needed to complete an applicant's file to substitute teach.

A.   Qualifications and Requirements
   ❖ Completed application form
   ❖ Texas Teacher Certificate (if earned) and *official* college transcript
   ❖ Report from Criminal History Records Division
   ❖ Completed W-4 form
   ❖ Completed reference forms (sent out by applicant)
   ❖ Social Security Card
   ❖ Driver License
   ❖ Completed I-9 form
   ❖ Picture ID Badge (to be taken at the Alamo Heights Administration Office)
   ❖ Fingerprinting (completed and cleared before employment)

Applicant must provide an *official* college transcript with proof of 60 or more hours for substitute teacher or provide a High School Diploma/GED for all other substitute positions

Applicant must provide documents to satisfy I-9 requirements. (Substitute Coordinator will need to copy original Texas Driver License and Social Security card or U.S. Passport or Permanent Resident Cards).

B.   Procedures

Once an application has been processed and approved, the applicant will be notified to have a picture taken for a picture identification badge. All substitutes will be required to wear their badge while working. Applicants must attend orientation training before receiving a substitute assignment.

The Alamo Heights Human Resources office provides an updated approved substitute list to each school through the AESOP/Frontline system. Please notify central office substitute coordinator if you are a certified teacher or have updated your teacher certification. This is extremely helpful when looking for substitutes for long term certified assignments.

In an effort to keep all information current, substitutes should notify the substitute coordinator of any change of name, address, or telephone number. An updated W-4 will also need to be completed for payroll purposes if a name change occurs.

Substitutes must notify the substitute coordinator to request removal from the active Alamo Heights Substitute Roster if they no longer want to take assignments.

C.   Compensation
❖ Teacher $ 130 per day
                        $ 165 per day (after 10 consecutive days in the same assignment)
                        $ 85 half day (generally 3-4 hours or three sections)
❖ Registered Nurse $130per day/$85 per half day
❖ Assistant $ 80.00 per day
& Clerical $ 40.00 half day (generally 3-4 hours or three sections)
      SST & ACE Assistant (Special Education)
                        $110 per day/$70.00 half day
*Salary schedules are subject to change without notice

D.   Pay Period
Substitutes are paid bi-weekly in accordance with the schedule published on page 23 of the (AHISD Employee Handbook).

E.   Renewal
Substitute Letters of Reasonable Assurance (LORA) will be sent electronically to the email address on file. The requested information is to be completed and returned to the substitute coordinator in order to continue employment for the following school year. It is your responsibility to notify the central office substitute coordinator if you have changed your email address, address or phone

number during the year. If the letter is not signed and returned after several attempts, we will process your resignation.

F.   Required Assignments
To maintain employment, substitutes will be required to work one day per semester. Failure to comply will result in termination of employment.

G.   **Canceling Assignments**
We understand every so often last minute canceling of assignments for sickness, emergencies etc do occur. If you must cancel, please cancel as early as possible. Canceling assignments last minute causes significant stress for the campus you are scheduled to work. We monitor and address excessive canceling of jobs.

Duties and Responsibilities
- ❖ A substitute should be prompt and business-like in making and keeping agreements to work.
- ❖ The substitute should report to the campus administration office upon arrival for the confirmation of assignment, duties for that day and other information
- ❖ The substitute teacher has the same responsibilities as the regular teacher for the students, equipment, and materials assigned to his/her care (AHISD Employee Handbook)
- ❖ The substitute is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in carrying out duties and responsibilities.
- ❖ It is important to check in with an elementary administrator or attendance office to determine the correct procedures for attendance and keep a list of absentees and tardies for the regular teacher.
- ❖ A written description of the day's occurrences will be helpful to the regular teacher.
- ❖ The substitute should direct any concerns or questions to the campus principal.

Dress Code
- ❖ A substitute's dress and grooming should be clean, neat, and in a manner appropriate for the assignment. Check with the campus principal for any additional standards of dress.

Discipline
- ❖ Follow the regular teacher's procedures.
- ❖ Check with the school administrator about referrals for the student who might be unruly, disruptive or who disturb the education process.

Miscellaneous

❖ Accidents or emergencies which occur should be reported immediately to the principal and/or the school nurse.
❖ Alamo Heights ISD is a smoke free environment. Smoking and the use of tobacco products or vaping devices are prohibited in all district buildings, at all school related-events, and on all district property.
❖ Fire drills are held periodically in compliance with state and local ordinances. The evacuation plan is posted in every classroom.
❖ When appropriate and required, substitute staff members must wear protective equipment and adhere to safety procedures.

Report Times for Substitute Teaching

Howard Early Childhood Center
Full Day: 7:15am-3:15pm
Half Day AM: 7:15am-11:15am
Half Day PM: 11:15am-3:15pm

Cambridge Elementary
Full Day: 7:45am- 3:45pm
Half Day AM: 7:45am- 11:45am
Half Day PM 11:45am-3:45pm

Woodridge Elementary
Full Day: 7:45am- 3:45pm
Half Day AM: 7:45am- 11:45pm
Half Day PM 11:45am-3:45pm

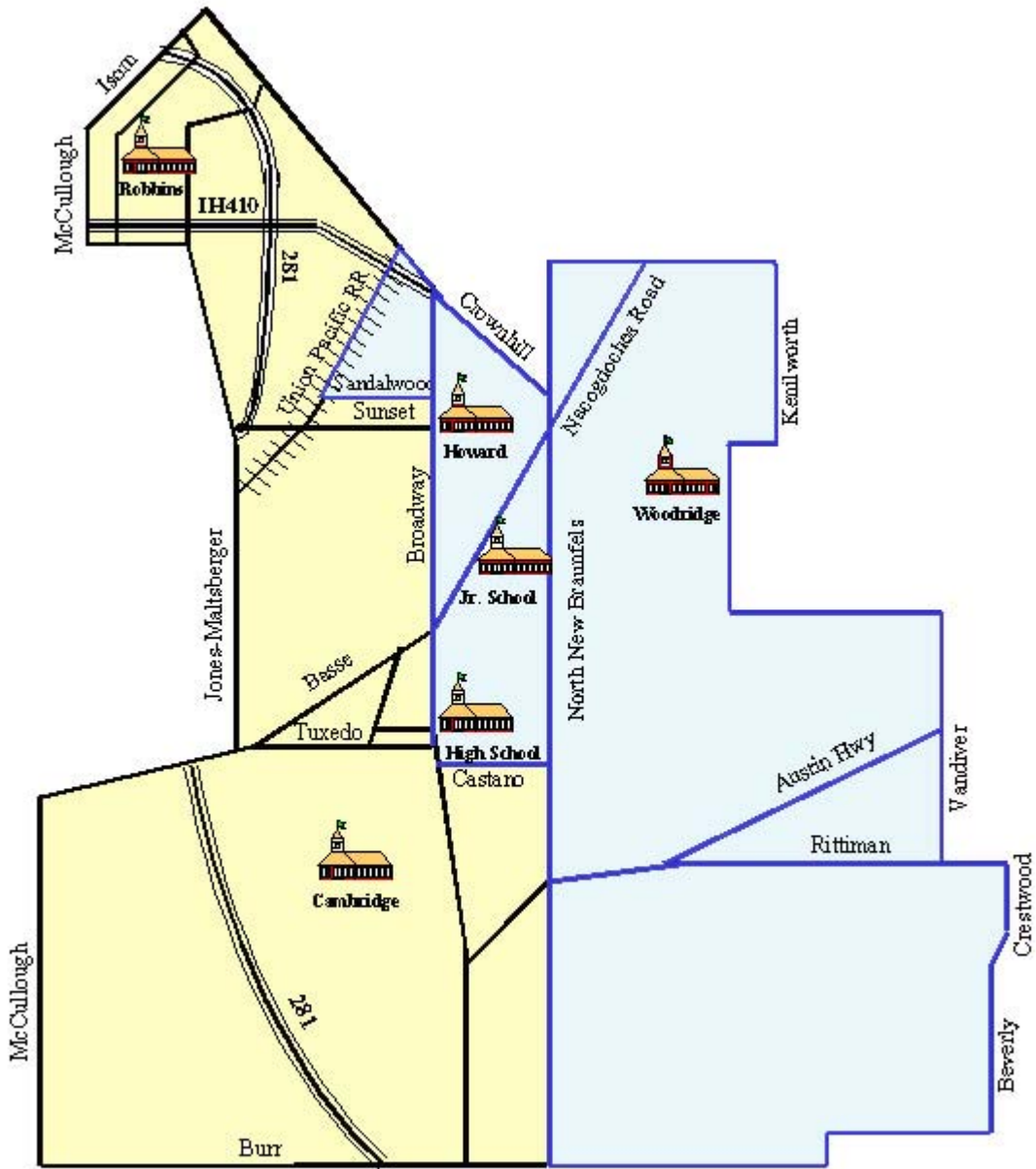**AHJS**
Full Day: 8:15am-4:15pm
Half Day AM: 8:15am- 12:00pm
Half Day PM: 12:00pm-4:15pm

AHHS
Full day: 8:30 a.m. - 4:00 p.m.
Half Day AM: 8:30 a.m. - 11:59 a.m.
Half Day PM: 12:00 p.m. - 4:00 p.m.

Alamo Heights Independent School District
7101 Broadway
San Antonio, Texas 78209
210.824.2483 / 210.822.2221 (Fax)
www.ahisd.net

First Semester ID: 84 Days
Second Semester ID: 93 Days
ID: 177 Instructional Days

■ = Holiday
□ = Student Holiday/Professional Development (PD)
■ = Student Holiday/Staff Work Day
■ = Teacher Trade Day/Staff Trade Day
* = Elementary Student Holiday (Parent Conference)
◊ = Early Release (Secondary)
Δ = Early Release (District)/Professional Development (PD)

First Day of School: August 15, 2022
Last Day of School: May 24, 2023

2022-2023 School Year Calendar

Teacher Contract Days: 187

JULY
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST — ID=13 TD=13
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	<15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 8-12 - Professional Development
August 15 - 1st Day of School/1st Semester Begins
August 15 - 1st Nine Weeks Begins

SEPTEMBER — ID=21 TD=34
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 5 - School Holiday

OCTOBER — ID=20 TD=54
S	M	T	W	T	F	S
						1
2	3	4	Δ5	6	7	8
9	10	11	12>	<13	14	15
16	17	18	19	20	*21	22
23	24	25	26	27	28	29
30	31					

October 5 - ALL CAMPUS Early Release/Prof Dev (PD)
October 10 - School Holiday
October 12 - 1st Nine Weeks Ends/October 13 - 2nd Nine Weeks Begins
October 21 - Elem Parent Conf. (Elem student holiday/Staff workday)

NOVEMBER — ID=18 TD=72
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	w21	22	23	24	25	26
27	28	29	30			

November 21-23 - Student Holiday/Teacher Trade Day
November 24-25 - School Holiday *(Thanksgiving Break)*

DECEMBER — ID=12 TD=84
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	◊16>	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December 16 - Early Release (Secondary)
December 16 - 2nd Nine Weeks Ends/End of 1st Semester
December 19-30 - School Holiday *(Winter Break)*

JANUARY — ID=20 TD=104
S	M	T	W	T	F	S
1	2	<3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	Δ25	26	27	28
29	30	31				

January 1 - Winter Break
January 2 - Student Holiday/Staff Workday
January 3 - 3rd Nine Weeks Begins/2nd Semester Begins
January 16 - School Holiday
January 25 - ALL CAMPUS Early Release/Prof Dev (PD)

FEBRUARY — ID=20 TD=124
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	w20	21	22	23	24	25
26	27	28				

February 20 - Student Holiday/Professional Development

MARCH — ID=17 TD=141
S	M	T	W	T	F	S
			1	2	*3	4
5	6	7	8	9	10>	11
12	13	14	15	16	17	18
19	20	<21	22	23	24	25
26	27	28	29	30	31	

March 3 - Elem Parent Conf. (Elem student holiday/teacher workday)
March 10 - 3rd Nine Weeks Ends
March 13 - 17 - School Holiday *(Spring Break)*
March 20 - Student Holiday/Staff Workday
March 21 - 4th Nine Weeks Begin

APRIL — ID=18 TD=159
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7 - School Holiday
April 28 - School Holiday

MAY — ID=18 TD=177
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	◊24>	25	26	27
28	29	30	31			

May 24 - Early Release (Secondary)
May 24 - Last Day of School
May 24 - 4th Nine Weeks Ends/End of 2nd Semester
May 25 - Graduation
May 25 - Staff Work Day
May 29 - School Holiday

June
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Board Approved: 12/16/2021