

Alamo Heights ISD 2024-2025

Substitute Staff Handbook



July 18, 2024

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, Assistant Superintendent for Operations. 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 2024-2025

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:

- Stacy Sharp, President
- Clay Page, Vice-President
- Carey Hildebrand, Secretary
- Ty Edwards, Assistant Secretary

- David Hornberger, Trustee
- Brian Hamilton, Trustee
- Lauren McLaughlin, Trustee

Administration:

Superintendent, *Dr. Dana Bashara*

Assistant Superintendent for Administrative Services, *Dr. Frank Alfaro*

Assistant Superintendent for Curriculum and Instruction, *Dr. Jimmie Walker*

Assistant Superintendent for Operations, *Frank Stanage*

Chief Financial Officer, Matthew Streger

Director for Teaching and Learning & Language Programs, *Dr. Yadira Palacios,*

Director of Communications/Web Master, *Julie Ann Matonis*

Director of Special Education and Student Services, *Natalie Brown*

Director of Instructional and Information Technology, *Brian Grenier*

Director of Athletics, *Ron Rittimann*

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.

Helpful Contacts:

Administrative Office: (210) 824-2483

Secretary to the Superintendent *Cristina De La Cerda*

Secretary to the Assistant Superintendent for Administrative Services *Tori Rodriguez*

Secretary to the Assistant Superintendent for Curriculum and Instruction *Lori Garcia*

Substitute Coordinator, Receptionist, and Benefits Liaison *Angela Mancera*

Human Resources Specialist *Maria Casillas*

Communications Specialist *Casey Viera*

Business Office: (210) 822-3374

Bookkeeper *Melissa Nichols*

Accounts Payable Clerk *Loretta Arellano*

Accounts Receivable Clerk *Mayra Mendoza*

Payroll Clerk

Valeria Acevedo

Food Services: (210) 832-5940

Director of Food Service

Efrain Trevino

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

Tamara Vollmer-Slowey

GT Coordinator, K-5

Karyl Hernandez

GT Coordinator, 6-8

John Sheppard

GT Coordinator, 9-12

Oscar Cortez

Technology Office: (210) 832-5780

Network Administrator

Kevin Lam

Technology Secretary/Help Desk

Gina De La Cruz

Student & Management Information Systems Analyst

Tricia Corey

Mobile Device Manager

Zach Almarez

Technician

Trevor Stuart

Technician

Tim Pethtel

Technician

Bryan Slocumb

Technician

David Wright

Educational Development Center (Special Education Program): (210) 442-3700

Secretary to Director of Special Education and Student Services

Veronica Ochoa

Receptionist

Jennifer Frausto

School Directory

Howard Early Childhood Center (Pre K and Kinder)- Substitute Coordinator: Kim Romines

7800 Broadway
San Antonio, Texas 78209
(210) 832-5900
Yvonne Munoz, Principal
Carlos Cabasos, Assistant Principal

Cambridge Elementary School (Grades 1-5)- Substitute Coordinator: Jenny Gonzalez

1001 Townsend Avenue
San Antonio, Texas 78209
(210) 822-3611
Jana Hawkins, Principal
Heather Smith, Assistant Principal

Woodridge Elementary School (Grades 1-5) - Substitute Coordinator: Louann Laureano

100 Woodridge
San Antonio, Texas 78209
(210) 826-8021
Sean Reno, Principal
Salena Valdes, Assistant Principal

Alamo Heights Junior School (Grades 6-8) - Substitute Coordinator: Ursula Garcia

7607 N. New Braunfels
San Antonio, Texas 78209
(210) 824-3231
Stu Guthrie, Principal
Kim Alexander, Academic Dean
Liz Aguirre, Assistant Principal
Victor Saldana, Assistant Principal

Alamo Heights High School (Grades 9-12) - Substitute Coordinator: Cecilia Garza

6900 Broadway
San Antonio, Texas 78209
(210) 820-8850
Cory Smith, Principal

Charlotte Dolat, Academic Dean
Elida Salinas, Assistant Principal
Oscar Cortez, Assistant Principal
Austin Amaro, Assistant Principal

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

Applicants must provide documents to satisfy I-9 requirements. (Substitute Coordinator will need to copy the 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 the 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 \$130 per day/\$85 per half day
- ❖ Assistant \$ 80.00 per day
 & Clerical \$ 45.00 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. Please see page 15 for details.

E. Renewal

Substitute Letters of Reasonable Assurance (LORA) will be sent electronically to the email address on file in April for the following school year. 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 LORA 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 may result in termination of employment.

G. Canceling Assignments

We understand on rare occasions you might have to cancel an assignment at the last minute for sickness, emergencies, etc. If you must cancel,

please cancel as early as possible. Canceling assignments last minute causes significant stress for the campus where you are scheduled to work.

Duties and Responsibilities

- ❖ A substitute should be prompt and business-like in accepting and keeping assignments.
- ❖ 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.
- ❖ 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 absences 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, or assistant 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 disturbs the education process.

Miscellaneous

- ❖ Accidents or emergencies 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- 3:30pm

Half Day AM 7:45am- 12:00pm

Half Day PM 12:00pm-3:30pm

AHJS

Full Day: 8:15am-4:10pm

Half Day AM 8:15am- 11:45am

Half Day PM: 11:45am-4:15pm

AHHS

Full Day: 8:35am-4:00pm

Half Day AM 8:35am- 12:30pm

Half Day PM: 12:25pm-4:00pm

2024-2025 Bi-Weekly Payroll Schedule

Pay Date	Pay Period Start Date	Pay Period End Date	Supplemental Due Date
September 13, 2024	August 26, 2024	September 8, 2024	September 9, 2024
September 27, 2024	September 9, 2024	September 22, 2024	September 23, 2024
October 11, 2024	September 23, 2024	October 6, 2024	October 7, 2024
October 25, 2023	October 7, 2024	October 20, 2024	October 21, 2024
November 8, 2024	October 21, 2024	November 3, 2024	November 4, 2024
November 22, 2024	November 4, 2024	November 17, 2024	November 18, 2024
December 6, 2024	November 18, 2024	December 1, 2024	December 2, 2024
December 20, 2024	December 2, 2024	December 15, 2024	December 16, 2024
January 8, 2025	December 16, 2024	December 29, 2024	January 6, 2025
January 17, 2025	December 30, 2024	January 12, 2025	January 13, 2025
January 31, 2025	January 13, 2025	January 26, 2025	January 27, 2025
February 14, 2025	January 27, 2025	February 9, 2025	February 10, 2025
February 28, 2025	February 10, 2025	February 23, 2025	February 24, 2025
March 19, 2025	February 24, 2025	March 9, 2025	March 7, 2025
March 28, 2025	March 10, 2025	March 23, 2025	March 24, 2025
April 11, 2025	March 24, 2025	April 6, 2025	April 7, 2025
April 25, 2025	April 7, 2025	April 20, 2025	April 21, 2025
May 9, 2025	April 21, 2025	May 4, 2025	May 5, 2025
May 23, 2025	May 5, 2025	May 18, 2025	May 19, 2025
June 6, 2025	May 19, 2025	June 1, 2025	June 2, 2025
June 20, 2025	June 2, 2025	June 15, 2025	June 16, 2025
July 9, 2025	June 16, 2025	June 29, 2025	June 30, 2025
July 18, 2025	June 30, 2025	July 13, 2025	July 14, 2025
August 5, 2025	July 14, 2025	July 27, 2025	July 28, 2025
August 20, 2025	July 28, 2025	August 10, 2025	August 11, 2025

2024-2025 School Calendar



- = Holiday
- = Student Holiday/Staff Development
- = Teacher Work Day/Staff Development
- = Teacher Trade Day/Staff Trade Day/Student Holiday
- * = Student Holiday/Parent Conference (Elementary ONLY)
- ◊ = Early Release (Secondary)
- △ = Early Release Staff Development (District)
- ▲ = Inclement Weather Day

Alamo Heights Independent School District
 7101 Broadway
 San Antonio, Texas 78209
 210.824.2483 / 210.822.2221 (Fax)
www.ahisd.net
 First Semester ID: 87 Days
 Second Semester ID: 87 Days
 ID: 174 Instructional Days
 Teacher Contract Days: 187

First Day of School: **August 12, 2024**
 Last Day of School: **May 22, 2025**

2024-2025 School Year Calendar

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						
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 5 - 9 - Teacher Work Day/Staff Development
 August 12 - 1st Day of School/1st Semester Begins/1st Nine Weeks Begin

SEPTEMBER						
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 2 - School Holiday

OCTOBER						
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		

October 11 - School Holiday/Teacher Workday
 October 14 - School Holiday
 October 16 - 1st Nine Weeks Ends/October 17 - 2nd Nine Weeks Begins
 October 18 - Elementary Student Holiday/Parent Conference

NOVEMBER						
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

November 13 - Early Release (District)/Staff Development
 November 25-26 - Student Holiday/Teacher Trade Day
 November 25-29 - School Holiday (Thanksgiving Break)

DECEMBER						
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 20 - Early Release (Secondary)
 December 20 - 2nd Nine Weeks Ends/End of 1st Semester
 December 23 - 31 - Winter Break

JANUARY						
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	

January 1 - 3 - Winter Break
 January 6 - Teacher Work Day/Staff Development
 January 7 - 3rd Nine Weeks Begins
 January 15 - Early Release (District)/Staff Development
 January 20 - School Holiday

FEBRUARY						
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	

February 14 - Student Holiday/Teacher Work Day
 February 17 - Student Holiday/Staff Development
 February 28 - Elementary Student Holiday/Parent Conference

MARCH						
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 7 - 3rd Nine Weeks Ends/March 18 - 4th Nine Weeks Begins
 March 10 - 14 - Spring Break
 March 17 - Student Holiday/Teacher Work Day

APRIL						
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 9 - Early Release (District)/Staff Development
 April 18 - School Holiday

MAY						
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 2 - School Holiday (Battle of Flowers)
 May 22 - Early Release (Secondary)
 May 22 - Last Day of School
 May 22 - 4th Nine Weeks Ends/End of 2nd Semester
 May 22 - Graduation
 May 23 - Teacher Work Day/Staff Development
 May 26 - Memorial Day

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: 01/24/2024