

Substitute teachers may be used when a teacher is absent for the following reasons: illness, excused absences, jury duty, required military training, an approved out-of-district workshop/conference, when a teacher is serving on a district committee, when a teacher is scheduled to interview for a Windham or TDCJ selection board, or at any other time deemed appropriate by the Superintendent of Schools. A substitute may not be utilized in a new class for which a teacher has not yet been assigned.

It is preferred that substitute teachers be certified. However, if an appropriately certified substitute cannot be found, a non-certified substitute may be used.

Substitute teachers may be employed from the approved substitute list prepared by the Personnel Office and must have the following documents on file with the Windham School District:

1. Completed application
2. TDCJ security clearance
3. Teacher certificate (if applicable)
4. Transcripts (or High School Diploma/GED)
5. Driver's License (copy)
6. Social security card (copy)

The TDCJ security clearance for substitutes and the Letter of Reasonable Assurance for Substitute Teachers must be updated annually.

Substitute teachers are not contracted personnel and are not eligible for any benefits. Substitutes are not eligible for teacher retirement, sick leave, or group insurance through the Windham School District.

Substitute work days will be kept on the monthly time sheet for part-time personnel which is found in Section 7.31 of the Windham School District Policy Manual or eform. The beginning and ending time should reflect actual time worked. Substitutes will be paid at a rate to be determined by the Superintendent. Substitute teachers will be paid monthly for days worked.