Dear Associate Teachers,

As members of Team HISD, you play a critical role in the education of our students. You develop our students for the future whether you accept a long-term assignment or just one day. The purpose of this letter is to communicate some of the “bumps” we are experiencing across the district.

Many of our schools are unable to get substitutes to their campus. There are several reasons why a number of classrooms remain without substitutes every day:

- The district has increased the numbers of teachers attending professional development and
- With budget cuts across the district, some schools are unable to fund a dedicated substitute on their campus or do not have an “extra” teaching assistant or teacher to staff a teacher absence.

Our students deserve the very best instruction. When a teacher is absent and the class is without a substitute; I think you would agree that a student is not receiving the best instruction. This is why we are asking for you to accept as many assignments as possible. In the meantime, the HR department is working to hire as many additional substitutes as possible. We are also reviewing and analyzing work assignments to ensure every substitute is accepting assignments and meeting the minimum expectations of 8 assignments per month.

HR has received several complaints from principals about cancellations from substitutes. We know there is a very small group of substitutes accepting positions and declining the assignment the night before or morning of assignment. This type of practice is creating a poor image for the majority of our hard working substitutes. Cancelling less than 24 hours before the start of the assignment will be monitored. If you have any questions please contact us by emailing SubAnswer@houstonisd.org or calling HR Employee Services at 713 556-7383.

We want to thank you for the job you do everyday serving our students. We, the HR team, believe that substitutes are vital to the success of making our school district the best in the nation. Please join us in changing the future of Houston.

Sincerely,

HISD Human Resources Team