



PLANO
Independent School District

**Plano Independent School District
Human Resources Division
Substitute Office**

In accordance with the Texas Unemployment Act, this letter is your reasonable assurance of employment to work as a substitute, adult temporary worker, or student worker for the Plano Independent School District during the 2009-2010 school year. As you know, we cannot guarantee that you will be called to work as a substitute, adult temporary worker, or student worker but it is very likely that, as the need arises, you will be called.

Please indicate whether or not you will be available to work as a substitute, adult temporary worker, or student worker for the Plano Independent School District on this form.

If you have any questions, please contact Marisol Sonoda at 469-752-8219.

Sincerely,

Tamira Griffin
Executive Director, Human Resources

I will be available for substitute, adult temporary work, or student work for the Plano ISD for the 2009-2010 school year.

Printed Legal Name

Social Security Number

Signature

Date

Teamwork for Excellence



P L A N O
Independent School District

English Proficiency Requirement

Job Description:

All substitutes must be able to comprehend and communicate effectively in English in order to appropriately conduct classes and lead instruction as necessary.

Application/Acknowledgement:

I acknowledge that the ability to comprehend and communicate effectively in English is a legitimate expectation for a position as a substitute in the Plano Independent School District. This requirement is necessary in order to appropriately conduct classes and lead instruction. Failure to comply with this requirement may result in my immediate termination from substitute employment with the Plano Independent School District.

Name Print

Signature

Date



**Plano ISD
Substitute Handbook
2009-2010
Statement of Receipt**

I understand that the purpose of the Plano Independent School District Substitute Handbook is to provide vital information that will help answer questions and pave the way for a successful year. The Substitute Handbook is an overview and I understand that nothing in the handbook is intended to supersede district policy and/or federal or state law. I further understand that I am not guaranteed employment or continued employment with the Plano ISD.

I understand that I am responsible for reading and complying with all Plano ISD policies, procedures, and guidelines contained in the 2009-2010 Substitute Handbook. Further, I understand that failure to do so may result in adverse employment action against me; up to, and including, termination and permanent removal from the Plano ISD Substitute System and may also impact future employment opportunities with the Plano ISD.

By signing this statement of receipt, I acknowledge that I have received the 2009-2010 Plano ISD Substitute Handbook and/or have been informed how to access it on-line at <http://www.pisd.edu/employment/substitute.information/index.shtml>. I understand that I may direct questions or comments to the Substitute Office at 469-752-8219.

I have read, understand, and accept the contents of this document.

Signature

Printed Legal Name

Social Security Number (last 4 digits)

Date