

*Come grow*

IN

**LAMAR** CISD



**LAMAR CISD SUBSTITUTE  
INFORMATION GUIDE**

# BENEFITS OF BECOMING A SUBSTITUTE



- SUBSTITUTING CAN SERVE AS A STEPPING STONE FOR ASPIRING EDUCATORS, GIVING VALUABLE CLASSROOM EXPERIENCE AND HELPING THEM DECIDE IF TEACHING IS THE RIGHT CAREER PATH.
- SUBSTITUTES PLAY A VITAL ROLE IN OUR DISTRICT'S ACADEMIC ACHIEVEMENTS AND SUCCESS STORIES.
- SUBSTITUTES ENSURE THAT LEARNING CAN CONTINUE EVEN WHEN THEIR REGULAR TEACHERS ARE ABSENT. THIS HELPS MAINTAIN THE CONTINUITY OF EDUCATION FOR STUDENTS.
- SUBBING IS FLEXIBLE- YOU WORK WHEN YOU WANT TO.
- IT'S A REWARDING OPPORTUNITY THAT ALLOWS YOU TO MAKE A DIFFERENCE IN THE LIVES OF STUDENTS.
- SUBSTITUTES ARE AN ESSENTIAL COMPONENT OF A SCHOOL DISTRICT'S WORKFORCE, SUPPORTING THE EDUCATIONAL MISSION AND ENSURING THAT STUDENTS RECEIVE CONSISTANT INSTRUCTION.

# HOW DO I BECOME A SUBSTITUTE?

1. COMPLETE THE ONLINE SUBSTITUTE APPLICATION AT : [HTTPS://WINOC.LCISD.ORG.WORKSPACE/](https://winoc.lcisd.org/workspace/). BE SURE TO INCLUDE A MINIMUM OF THREE **PROFESSIONAL REFERENCES** FROM FORMER OR CURRENT SUPERVISORS WITH THEIR EMAIL ADDRESSES ON YOUR APPLICATION.



2. ONCE YOUR REFERENCES HAVE BEEN RECEIVED BY HUMAN RESOURCES, YOUR APPLICATION WILL BE PROCESSED AND YOU WILL BE ADVANCED TO THE STATE MANDATED FINGERPRINT PROCESS. EACH SUBSTITUTE WILL BE REQUIRED TO PAY FOR HIS/HER OWN FINGERPRINTING (\$47.00-\$55.00).

3. AFTER CLEARING FINGERPRINTS, YOU WILL RECEIVE NEW HIRE PAPERWORK. YOU WILL NEED TO COMPLETE THE ONLINE PORTIONS TO BE ELIGIBLE FOR IN PERSON ORIENTATION.

4. ONCE YOU HAVE COMPLETED YOUR ONLINE PAPERWORK, YOU WILL RECEIVE AN INVITATION FOR IN PERSON ORIENTATION WHERE YOU WILL BRING REQUIRED DOCUMENTS TO COMPLETE THE SUBSTITUTE PROCESS AND RECEIVE YOUR BADGE WHEN ALL IS COMPLETE.

# SUBSTITUTE COMPENSATION PLAN




POSITION	RATE
<b>Guest Instructor</b>	
Certified	\$120 / Day
Certified Long Term	\$165 / Day
Degreed	\$105 / Day
Degreed Long-term	\$120 / Day
Non-Degreed 60+ hours	\$90 / Day
Non-Degreed 60+ hours, Long-term	\$95 / Day
<b>Guest Nurse</b>	
Nurse, RN	\$105 / Day
Long-term Nurse, RN	\$165 / Day
Nurse, LVN	\$95 / Day
Long-term Nurse, LVN	\$120 / Day
<b>Guest Administrator</b>	
Elementary/Secondary	One half of Daily Rate of Last Employment but no less than \$175.00
Secondary	Additional \$35.00 per day for extended day activities.
Interim Administrative Assignments	Rate determined based upon position
<b>Guest Clerks/Aides</b>	
Certified, Degreed and Non-degreed	\$85 / Day
Long-term 30 or more hours	\$90 / Day
Long-term less than 30 hours	\$85 / Day
Lunchroom, Monitor	\$7.25 / Hour
Crossing Guard	\$8.25 / Hour
Child Nutrition	\$7.25 / Hour

*Long Term assignments are assignments that last for 10 or more consecutive days in the same position*

# BENEFITS



LAMAR CISD SUBSTITUTES ARE OFFERED:

-  MEDICAL BENEFITS
-  DENTAL BENEFITS
-  VISION BENEFITS

PLEASE VISIT  
[HTTPS://WWW.LCISD.ORG/CAREERS/BENEFITS-AT-A-GLANCE](https://www.lcisd.org/careers/benefits-at-a-glance) FOR MORE INFORMATION.

# DISTRICT MAP

## DISTRICT MAP

3911 Avenue I, Rosenberg, Texas 77471  
[www.LCISD.org](http://www.LCISD.org) | [Info@LCISD.org](mailto:Info@LCISD.org) | 832.223.0000



\*Map not to scale

Bell Schedule	School Type
7:15 AM to 2:40 PM	Elementary School (Group A)
7:45 AM to 3:10 PM	Elementary School (Group B)
8:25 AM to 3:50 PM	High School & Special Sites
9:05 AM to 4:30 PM	Middle & Junior High School

# CAMPUSES

## Lamar CISD

EARLY CHILDHOOD		LINDSEY ELEMENTARY . . . . . E25		MIDDLE SCHOOL		TERRY HIGH (9-12) . . . . . H2	
SEGUIN E.C. CENTER (PK) . . . . . EC4		2431 Joan Collier Trace Katy, TX 77494 832.223.5400, (f) 832.223.5401		NAVARRO MIDDLE (6) . . . . . M1		5500 Avenue N Rosenberg, TX 77471 832.223.3400, (f) 832.223.3401	
605 Mabel St. Richmond, TX 77469 832.223.2200, (f) 832.223.2201		LONG ELEMENTARY . . . . . E2		4700 Avenue N Rosenberg, TX 77471 832.223.3700, (f) 832.223.3701		<b>DISTRICT SITES</b>	
<b>ELEMENTARY SCHOOL</b>		907 Main St. Richmond, TX 77469 832.223.1900, (f) 832.223.1901		ROBERTS MIDDLE (4) . . . . . M5		ADMINISTRATIVE ANNEX . . . . . S2	
ADOLPHUS ELEMENTARY . . . . . E22		7300 S. Mason Rd. Richmond, TX 77407 832.223.2800, (f) 832.223.2801		9230 Charger Way Fulshear, TX 77441 832.223.5300, (f) 832.223.5301		3801 Avenue N Rosenberg, TX 77471 832.223.0400, (f) 832.223.0401	
7910 Winston Ranch Pkwy. Richmond, TX 77406 832.223.4700, (f) 832.223.4701		MCNEILL ELEMENTARY . . . . . E19		RYON MIDDLE (4) . . . . . M4		ALTERNATIVE LEARNING CENTER . . . . . S3	
ARREDONDO ELEMENTARY . . . . . E22		2880 Jordan Ranch Blvd Brookshire, TX 77423 832.223.2800, (f) 832.223.2801		7901 FM 762 Richmond, TX 77469 832.223.4500, (f) 832.223.4501		1708 Avenue M Rosenberg, TX 77471 832.223.0900, (f) 832.223.0901	
6110 August Green Dr. Richmond, TX 77469 832.223.4800, (f) 832.223.4801		MELTON ELEMENTARY . . . . . E33		STEENBERGEN MIDDLE (4) . . . . . M4		ATHLETICS/TRAYLOR STADIUM . . . . . S8	
AUSTIN ELEMENTARY . . . . . E11		1930 J. Meyer Rd. Richmond, TX 77469 832.223.2000, (f) 832.223.2001		4113 Minonite Rd Richmond, TX 77469 832.223.4500, (f) 832.223.4501		1000 East Stadium Dr. Rosenberg, TX 77471 832.223.0149	
1630 Pitts Rd. Richmond, TX 77406 832.223.1000, (f) 832.223.1001		MEYER ELEMENTARY . . . . . E9		WERTHEIMER MIDDLE (4) . . . . . M3		BRAZOS CROSSING ADMINISTRATION BUILDING . . . . . S4	
BEASLEY ELEMENTARY . . . . . E12		32720 FM 1093 Fulshear 77441 832.223.6200, (f) 832.223.6201		5201 Mustang Ave. Rosenberg, TX 77471 832.223.3300, (f) 832.223.3301		3911 Avenue I Rosenberg, TX 77471 832.223.0000	
7511 Avenue J Beasley, TX 77417 832.223.1100, (f) 832.223.1101		MORGAN ELEMENTARY . . . . . E29		WESSENDORFF MIDDLE (4) . . . . . M2		DEVELOPMENT CENTER . . . . . S5	
BENTLEY ELEMENTARY . . . . . E24		32720 FM 1093 Fulshear 77441 832.223.6200, (f) 832.223.6201		4113 Minonite Rd Richmond, TX 77469 832.223.4500, (f) 832.223.4501		930 East Stadium Dr. Rosenberg, TX 77471 832.223.0202	
9910 FM 359 Richmond, TX 77406 832.223.4900, (f) 832.223.4901		PHELAN ELEMENTARY . . . . . E30		JUNIOR HIGH		FORT BEND ALTERNATIVE SCHOOL (JJAEP) . . . . . S4	
BOWIE ELEMENTARY . . . . . E5		1600 Great Blue Heron Lane Richmond, TX 77469 832.223.6300, (f) 832.223.6301		BRISCOE JUNIOR HIGH (7-8) . . . . . J3		3403 Avenue F Rosenberg, TX 77471 281.239.3431, (f) 281.341.5293	
2304 Bamore Rd. Rosenberg, TX 77471 832.223.1200, (f) 832.223.1201		PINK ELEMENTARY . . . . . E14		4300 FM 723 Richmond, TX 77406 832.223.4000, (f) 832.223.4001		POWELL POINT . . . . . S7	
CAMPBELL ELEMENTARY . . . . . E15		1001 Collins Rd. Richmond, TX 77469 832.223.2100, (f) 832.223.2101		GEORGE JUNIOR HIGH (7-8) . . . . . J2		2601 FM 2919 Kendleton, TX 77451	
1000 Shadow Bend Dr. Sugar Land, TX 77479 832.223.1300, (f) 832.223.1301		RANDLE ELEMENTARY . . . . . E34		4601 Airport Rd. Rosenberg, TX 77471 832.223.3600, (f) 832.223.3601		SPECIAL NEEDS CENTER . . . . . S9	
CARTER ELEMENTARY . . . . . E26		5902 Sycamore Ranch Ln Fulshear, TX 77441 OPENING 2024-2025		LAMAR JUNIOR HIGH (7-8) . . . . . J1		710 Houston St. Richmond, TX 77469 832.223.0960, (f) 832.223.0961	
8500 A Meyers Rd. Richmond, TX 77469 832.223.5500, (f) 832.223.5501		RAY ELEMENTARY . . . . . E8		4814 Mustang Ave. Rosenberg, TX 77471 832.223.3200, (f) 832.223.3201		1621 PLACE . . . . . S1	
CULVER ELEMENTARY . . . . . E27		2611 Avenue N Rosenberg, TX 77471 832.223.2400, (f) 832.223.2401		LEAMAN JUNIOR HIGH (7-8) . . . . . J5		1708 Avenue M Rosenberg, TX 77471 832.223.0950, (f) 832.223.0951	
3131 Learning Tree Ln. Rosenberg, Texas 77471 832.223.5600, (f) 832.223.5601		SMITH ELEMENTARY . . . . . E4		9320 Charger Way Fulshear, TX 77441 832.223.5200, (f) 832.223.5201		122 Golfview Dr. Richmond, TX 77469 281.633.7312	
DICKINSON ELEMENTARY . . . . . E13		2014 Lamar Dr. Richmond, TX 77469 832.223.2300, (f) 832.223.2301		READING JUNIOR HIGH (7-8) . . . . . J4		JUVENILE DETENTION CENTER . . . . . S10	
7110 Greatwood Pkwy. Sugar Land, TX 77479 832.223.1400, (f) 832.223.1401		TAMARRON ELEMENTARY . . . . . E28		8101 FM 762 Richmond, TX 77469 832.223.4400, (f) 832.223.4401			
FROST ELEMENTARY . . . . . E16		29616 Rileys Ridge Katy, TX 7494 832.223.5700, (f) 832.223.5701		WRIGHT JUNIOR HIGH (4-8) . . . . . J4			
3306 Skinner Ln. Richmond, TX 77406 832.223.1500, (f) 832.223.1501		TERRELL ELEMENTARY . . . . . E31		7500 Koeblen Road Richmond, TX 832.223.6000, (f) 832.223.6001			
GRAY ELEMENTARY . . . . . E32		26229 Fulshear Gaston Road, Richmond, Texas 77406		<b>HIGH SCHOOL</b>			
7222 Powerline Road Richmond, TX 77469 832.223.6400, (f) 832.223.6401		THOMAS ELEMENTARY . . . . . E21		FOSTER HIGH (9-12) . . . . . H3			
HUBENAK ELEMENTARY . . . . . E20		6822 Irby Cobb Blvd. Richmond, TX 77469 832.223.4600, (f) 832.223.4601		4400 FM 723 Richmond, TX 77406 832.223.3800, (f) 832.223.3801			
11344 Rancho Bella Pkwy. Richmond, TX 77406 832.223.2900, (f) 832.223.2901		TRAVIS ELEMENTARY . . . . . E3		FULSHEAR HIGH (9-12) . . . . . H5			
HUGGINS ELEMENTARY . . . . . E7		2700 Avenue K Rosenberg, TX 77471 832.223.2500, (f) 832.223.2501		9302 Charger Way Fulshear, TX 77441 832.223.5000, (f) 832.223.5001			
No. 1 Huggins Dr. Fulshear, TX 77441 832.223.1600, (f) 832.223.1601		VELASQUEZ ELEMENTARY . . . . . E18		GEORGE RANCH HIGH (9-12) . . . . . H4			
HUTCHISON ELEMENTARY . . . . . E17		402 Macek Rd. Richmond, TX 77469 832.223.2600, (f) 832.223.2601		8181 FM 762 Richmond, TX 77469 832.223.4200, (f) 832.223.4201			
3602 Richmond Pkwy. Richmond, TX 77469 832.223.1700, (f) 832.223.1701		WILLIAMS ELEMENTARY . . . . . E10		LAMAR CONSOLIDATED HIGH (9-12) . . . . . H1			
JACKSON ELEMENTARY . . . . . E1		5111 FM 762 Richmond, TX 77469 832.223.2700, (f) 832.223.2701		4606 Mustang Ave. Rosenberg, TX 77471 832.223.3000, (f) 832.223.3001			
301 Third St. Rosenberg, TX 77471 832.223.1800, (f) 832.223.1801				RANDLE HIGH (9-12) . . . . . H4			
				7600 Koeblen Road Richmond, TX 832.223.5800, (f) 832.223.5801			

# 2024 - 2025 Student Instructional Calendar

This calendar is for students and families. Staff members should refer to the staff instructional calendar for information on staff development and work days.

3911 Avenue I, Rosenberg, Texas 77471 • 832.223.0000 • www.LCISD.org

## Student Holidays

July 4	Independence Day
Sept. 2	Labor Day
Sept. 27	Fort Bend County Fair Day
Oct. 11 - 14	Fall Break
Nov. 22	Student Holiday (Staff Planning & Data Day)
Nov. 25 - 29	Thanksgiving Break
Dec. 20	Student Holiday (Staff Planning & Data Day)
Dec. 23 - Jan. 6	Winter Break
Jan. 7	Student Holiday (Staff Development Day)
Jan. 20	MLK Day
Feb. 17	Student Holiday (Staff Planning & Data Day)
Mar. 10 - 14	Spring Break
April 18	Student Holiday (Staff Development Day)
April 21	Spring Holiday
May 26	Memorial Day
June 19	Juneteenth

## Grading Periods

### Elementary (K-5) Grading Periods

Elementary	Dates	Inst Days
1 9 W	Aug. 12 - Oct. 10	42
2 9 W	Oct. 15 - Dec. 19	42
3 9 W	Jan. 8 - Mar. 7	41
4 9 W	Mar. 17 - May 22	47
<b>Total Instructional Days</b>		<b>172</b>

### Secondary (6-12) Grading Periods

Secondary	Dates	Inst Days
1 6 W	Aug. 12 - Sep. 20	29
2 6 W	Sep. 23 - Nov. 1	27
3 6 W	Nov. 4 - Dec. 19	28
4 6 W	Jan. 8 - Feb. 21	31
5 6 W	Feb. 24 - Apr. 11	30
6 6 W	Apr. 14 - May 22	27
<b>Total Instructional Days</b>		<b>172</b>

## Early Dismissal

Aug. 30, Sept. 26, Oct. 25, Jan. 31, Feb. 28,  
Mar. 7, Mar. 28, Apr. 17, May 22

First Day of School for Students: August 12  
Last Day of School for Students: May 22

## July

## August

## September

## October

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

## November

## December

## January

## February

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

## March

## April

## May

## June

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

## Early Dismissal Times

Elementary School (Group A)	11:15 AM
Elementary School (Group B)	11:45 AM
High School & Special Sites*	12:25 PM
Middle & Junior High School	1:05 PM

\*Times at Special Sites may vary due to transportation

- Legend**
- Student and Staff Holiday
  - Six/Nine Weeks Begins/Ends
  - Early Dismissal - All Students
  - Student Holiday (Planning & Data Day)
  - Student Holiday and Staff Development

**LAMAR**CISD  
A PROUD TRADITION | A BRIGHT FUTURE

\*Revised April 16, 2024





*Thank You!*

**FOR CHOOSING LAMAR CISD**

**-LAMAR CISD SUBSTITUTE OFFICE**

3911 AVENUE I  
ROSENBERG, TX 77471

EMAIL: [SUBSTITUTE@LCISD.ORG](mailto:SUBSTITUTE@LCISD.ORG)

PHONE: 832-223-0310

*Let the Growing Begin!*