



Student Support Sponsored Substitute Positions

The Student Support sponsored substitute position is approved based on the below criteria. The need for the Student Support sponsored substitute position must meet one of the below criteria:

1. Does the Special Services Department require the campus teacher or para-professional to attend an in-district or out-of district training, excluding Non Violent Crisis Intervention (NVCI) training?
2. Is there a temporary (not to exceed 30 school days), but immediate need to lower a classroom ratio, resulting from a recent transfer student into a low incidence program (LIP)?
3. Has there been an approved request for a new para-professional or teacher position in a LIP that is not filled?

To request the Student Support sponsored substitute position contact the assigned campus Student Support Specialist. If approved, the campus administrator should contact Sharon Meanor at Sharonmeanor@tomballisd.net to obtain the absence reason in order to fund the substitute position.