Welcome to Crowley ISD
New Hire Information
Summer 2018
Teachers Contract, Term 1923

This is an agreement between Miss ______________ teacher, and the Board of Education of the ______________ School, whereby Miss ______________ agrees to teach in the ______________ School for a period of eight months, beginning September 1, 1923. The Board of Education agrees to pay Miss ______________ the sum of $75 per month.

Miss ______________ agrees:

1. Not to get married. This contract becomes null and void immediately if the teacher marries.
2. Not to keep company with men.
3. To be at home between the hours of 8 pm and 6 am unless in attendance at school functions.
4. Not to loiter in downtown ice-cream stores.
5. Not to leave town at any time without the permission of the Chairman of the Board of Trustees.
6. Not to smoke cigarettes. This contract becomes null and void immediately if the teacher is found smoking.
7. Not to drink beer, wine or whiskey. This contract becomes null and void immediately if the teacher is found drinking beer, wine or whiskey.
8. Not to ride in a carriage or automobile with any man except her brother or father.
9. Not to dress in bright colors.
10. Not to dye her hair.
11. To wear at least two petticoats.
12. Not to wear dresses more than two inches above the ankle.
13. To keep the schoolroom clean:
   A. To sweep the classroom floor at least once daily.
   B. To scrub the classroom floor with hot water and soap at least once weekly.
   C. To clean the blackboard at least once daily.
   D. To start the fire at 7:00 am so the room will be warm at 8:00 am when the children arrive.
Username and Password

USERNAME: firstname.lastname
PASSWORD: employee ID#

RESET YOUR PASSWORD before using district technology.
- Go to the Crowley ISD web site > Employees > Password Reset

Create a new password and answer the five security questions for future password retrieval.
Employee Email

Go to the Crowley ISD web site > Employees > Email - Office 365

Your employee email address is firstname.lastname@crowley.k12.tx.us

Returning CISD employees, your login is the same as it was when you last worked for the district.

For assistance, contact the Technology HelpDesk at 817-297-5873.
AESOP (Report Time Off)

Go to the Crowley ISD web site > Employees > AESOP

Login Information
ID Number: Phone number
PIN Number: Last five digits of your phone number

- Enter absences
- View scheduled absences and leave balances
- Leave notes for substitute
New Professional Orientation 2018-2019

All Professional and Paraprofessional New Hires
8 a.m. – 4 p.m.
Tuesday, July 31 and Wednesday, Aug. 1
B.R. Johnson Career & Tech Center

Professional Employees Only
8 a.m. – 4 p.m.
Thursday, August 2 and Monday, Aug. 6
B.R. Johnson Career & Tech Center

B.R. Johnson Career & Tech Center | 1033 McCart Ave., Crowley, TX 76036

**Campus Orientation will be held at your home campus on August 7**
District web site

Employee Access Center (Skyward)
• View your paycheck
• View personnel information
  – Lane/step, assignment, certification
• Change of address
• Sign electronic forms

Eduphoria
• Workshop: Sign up for District Learning Academy – first week of staff development
• Helpdesk: Request Maintenance or Technology assistance
• Formsplus: Name change

Work calendars can be found on the district web site.
Professional Dress Guidelines are located in the Employee Handbook.
If you have any doubts about your attire, it is probably best not to wear it.
Teachers!

A contract is a written employment agreement that is issued for the duration of the 2018-19 school year and is enforceable by law.
College Transcripts, Service Records and Relevant Work Experience

Submit original service records, college transcripts or relevant work experience letters within three (3) months of your first day of employment.

Official college transcripts must be submitted within 30 days.

HR contact: Dena Faaborg, 817-297-5223
Benefits

You have 30 days from your first day of actual, on-the-job employment to complete your Benefits Enrollment.

Benefits Enrollment Assistance (if needed)
July 31-Aug. 1 | 8 a.m. – 4:30 p.m. | B.R. Johnson Career & Tech Center
Aug. 7-8 | 8 a.m. – 4:30 p.m. | Central Administration Building
Aug. 14-15 | 8 a.m. – 4:30 p.m. | B.R. Johnson Career & Tech Center

Crowley ISD website > Employees > Benefits
• Information for TRS ActiveCare can be found by clicking on the TRS ActiveCare link
• Information for voluntary supplemental benefits (dental, vision, etc.) can be found by clicking on the U.S. Employee Benefits Group link

District contact: Brittany.Peek@crowley.k12.tx.us
Employee Child Development Center

Where: Jackie Carden Elementary School
Who: Children and grandchildren of Crowley ISD employees, age six-weeks to school age
When: Hours of operation will be 6:30 a.m.–5:45 p.m. and follow the 187-day teacher calendar

Benefits

• Only pay for the 187 days that teachers work. No tuition payments for child care during Winter Break, Spring Break or other holidays.
• Breakfast, lunch and afternoon snacks included at no extra charge.
• Low student/teacher ratios.
• Frog Street curriculum for all ages.
• 10 percent sibling discount for families with more than one child enrolled at the center.
• Expecting a baby? Reserve your spot today!

District contact: Shawneequa Blount, 817-297-5216 | www.crowleyisdtx.org/childcare
Interdistrict Transfers

Any employee who does not live in the district may request to transfer their child(ren) from their home school district to a campus within Crowley ISD for the duration of their employment.

All non-resident transfer requests must be submitted online at https://fs30.formsite.com/CISDTeCh/form248/index.html

All consideration will be given to your request. If the selected campus has reached or is approaching enrollment capacity, you will be contacted and other campus option(s) will be presented for your review and consideration.

Any employee hired after Friday, June 7, 2018, wishing to transfer their child(ren) will need to complete a request within 30 days of beginning employment.

District contact: Dena.Fenton@crowley.k12.tx.us
ID Badges

You can stop by Safety and Security for your Crowley ISD badge today as soon as you complete your onboarding.

District contact: Sarah Carter, 817-297-5292