

SUBSTITUTES

Increasing Coverage

Enter Absences in Absence Management (formerly AESOP) AS SOON AS POSSIBLE!

- The vast majority of unfilled absences occur when absences are entered in Frontline/Aesop after 5am the day of the absence.
- When entering an absence in Frontline/Aesop work with teachers to ensure the "Full Day" option is selected - otherwise substitutes are less likely to accept a job because it will indicate "partial day".
- Many Administrative Assistants enter conferences/trainings/PD in Frontline/Aesop for teachers.
- Long Term Sub jobs must be entered by the school Administrative Assistant.

Notify HR

- E-mail the substitute office as early as possible - but at least two (2) weeks prior to all planned conferences/PD/trainings or events requiring a substitute - based on the following guidelines:
 - Elementary, Special Schools, Valley, JATC (North & South) - two (2) or more teachers will be absent.
 - Middle - three (3) or more teachers will be absent.
 - High - four (4) or more teachers will be absent.

Preferred Substitute List

- Schools & teachers that have identified and created a "preferred" substitute list in Frontline/Aesop have fewer unfilled absences.
- Frontline/Aesop gives preferred substitutes "priority" calling.

Welcoming Substitutes

- Ensure that substitutes are welcomed at your school.
- Have materials ready when they arrive including the "Substitute Guideline" welcome letter.
- Substitutes accept jobs at those locations that are welcoming and friendly.
- Ask - "Why would a substitute choose my school over another?"

PLC Collaboration Days (Friday)

- You may bring in a substitute for the full day - they simply must work during non-student time. If they do not work or choose to leave they will not be paid for that time.
- Substitutes could monitor/supervise hallways, assist teachers or the office, be on bus duty, etc.

Reminder

- Substitutes MUST be in the AESOP system to be eligible to work a substitute job. Whenever in doubt - call the sub office at 801-567-8219.