# Regional School District 17

# Haddam-Killingworth



# Substitute Handbook

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## Appendices

# REGIONAL SCHOOL DISTRICT 17

## **School and Building Locations**

Burr District Elementary

792 Killingworth Road, Higganum, CT 06441

Killingworth Elementary School

340 Route 81, Killingworth, CT 06419

Haddam-Killingworth Intermediate School

451 Route 81, Killingworth, CT  06419

Haddam-Killingworth Middle School

451 Route 81, Killingworth, CT 06419

Haddam-Killingworth High School

95 Little City Road, Higganum, CT 06441

RSD 17 Central Office

57 Little City Road, Higganum, CT 06441

# REGIONAL SCHOOL DISTRICT 17

## Substitute Coordinator

**Cybele Cirie**          **Phone:   860-345-4534**

                          **Email:   ccirie@rsd17.org**

## Principals

**Burr District Elementary School**          **Brienne Whidden**          **860-345-4584**

**Killingworth Elementary School**          **Dennis Reed**          **860-663-1121**

**Haddam-Killingworth Intermediate**          **Eric Larson**          **860-663-1241**

**Haddam-Killingworth Middle School**          **Dolores Bates**          **860-663-1241**

**Haddam-Killingworth High School**          **Donna Hayward**          **860-345-8541**

## Central Office Administration

**Dr. Holly Hageman**          **Superintendent of Schools**

**Ann Adriani**          **Director of Fiscal Operations**

**Dr. Kris Lindsay**          **Director of Student Services**

**John Mercier**          **Director of Operations**

**Sharon Shettleworth**          **Director of Food Services**

## Central Office Main Phone Number: 860-345-4534

# REGIONAL SCHOOL DISTRICT 17

## Board of Education

### Mission Statement

The Mission of Regional School District 17 is to engage our students in an educational community that challenges students with high standards and builds their capacity to succeed and their aspiration to improve themselves and their society.

### Core Values

**Children**
Guarantee a quality education based on the belief that all children have the natural disposition to learn.

**Curriculum**
Provide a curriculum that engages and challenges all students.

**Responsibility**
Foster a community that recognizes that education is a responsibility shared among students, families, and the schools.

**Ethics**
Require all members of the school community to exhibit integrity, model responsible behavior, and show respect for others.

**Safety**
Maintain a safe environment for all members of the school district.

**Stewardship**
Ensure responsible stewardship to the communities for the resources and facilities they provide.

**Communication**
Build collaborative relationships with the entire community through ongoing and transparent communication.

**Diversity**
Provide an environment that respects diversity.

# INTRODUCTION

Welcome to the professional staff of Regional School District 17.  As a substitute teacher or paraprofessional, you are an important member of our instructional team.  Our community wants only the best possible education for its children.  The mission of Regional School District 17 is to engage students in an educational community that challenges them with high standards and builds their capacity for success and their aspiration to improve themselves and their society. This applies to all children, whether they are your responsibility for a day or for a longer period of time.

This handbook has been written to serve as a guide for you.  Supplementary material dealing with specific procedures in each school may be issued in the various schools.  In addition, please refer to our website, www.rsd17.org to review the parent or student handbooks for each our schools.  We sincerely hope that this information will assist you in your substitute teaching duties.  Please remember that the administration stands ready to help you.

Thank you for your help and enjoy the experience.

# PROCEDURES FOR EMPLOYMENT

## Application

Applications are submitted electronically via our school website, [www.rsd17.org](www.rsd17.org), using the Frontline Recruiting and Hiring system.  In addition, we require all applicants for substitute positions to complete the required documents included in the "Substitute Employment Packet" on the "Frequently Used Forms" page under the "Staff" menu on our website, http://www.rsd17.org/staff1.shtml.

## Requirements and Certification

Connecticut Teacher Certification Regulation states that in order to serve as a substitute teacher, a person shall hold a minimum of a Bachelor's degree from an accredited institution.  Certification by the CT Department of Education is not required, but it is preferred.  For substitute paraprofessional and substitute clerical positions a Bachelor's degree is preferred, however no degree is required.  Each school year, a master list of substitute teachers is compiled by the Substitute Coordinator.  Please contact the Substitute Coordinator with any updates to your qualifications after hiring.

## Fingerprinting and Criminal History Disclosure and Record Check

Regional School District 17 conducts criminal history record checks on all applicants through a state and national fingerprint search.

Your fingerprints will be used to check the criminal history records of the FBI and state databases.  Any past criminal history should be disclosed on your application.

- Should your state or FBI criminal history record reveal any items that may prevent you from being employed by Regional School District 17, you will have the opportunity to complete or challenge the accuracy of the information on the record.
- Procedures for obtaining a change, correction or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- You will be afforded a reasonable time to correct or complete the record should you choose to do so.
- Your records will only be used for authorized purposes and it will not be retained or disseminated in violation of federal statute, regulation or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council.

*Please see Appendix A for more information regarding your Privacy Rights with regard your criminal history record check.*

It is the responsibility of the applicant to have the fingerprinting completed prior to meeting with the Substitute Coordinator at Central Office.  In addition, all substitute applicants must complete a DCF Release form.

## WAGES

Substitute teachers and paraprofessionals are paid at an hourly rate established by the district on a bi-weekly basis for the school year.  The school day is approximately 7.25 hours long for teacher substitutes and 7.0 hours long for substitute paraprofessionals.  The substitute report time for each school is different, so please refer to the school report time table later in this document for specific reporting times by school.  Any additional hours required beyond the regular work day as specified above will need to be approved by the Principal of the school where you are substituting.

WAGES

| | |
|---|---|
| Sub Teacher | $12.88 per hour |
| Sub Paraprofessional | $12.00 per hour |
| Sub Clerical | $12. 00 per hour |

## How do I find out about jobs?  - Absence Management

Regional School District No. 17 utilizes Absence Management for substitute placement.  You can access Absence Management online by going to app.frontlineeducation.com or by using the Jobulator (www.jobulator.com).  Absence Management will also call substitutes for substitute positions available within the next 2 days. Call times are between 5:30 AM -12:00 PM and between 4:00 PM – 9:00 PM.

Be proactive! We strongly encourage substitutes to log into Absence Management and select from substitute positions offered in advance.  You can also manage your school preferences as well as personal account information from the Frontline website.

For additional directions on how to log into Absence Management, please see Appendix B.  If you do not have login information or have further questions, please contact the Substitute Coordinator (860-345-4534).

**Please keep your contact information up-to-date!**  You may change your personal email address, mailing address, and phone number under the "Preferences" tab in Absence Management.  Click on "Personal Info" and "Edit."  Enter your updated information and then click apply.  You should also contact Payroll to give them your updated information as well.

## Time Clock

**All substitutes are to punch in at the time clock in the preferred school.** The last 4 digits of your social security number is your ID number. School Secretaries can assist you.  **Please be sure to punch out when your assignment ends for the day.**

Missed punches will be added to the time clock system per your written consent. Please submit a Missed Punch form to your administrator for approval and processing.

## Report and Departure Times

Reporting and Departure Times for Regional School District 17 substitutes are listed below:

| School | Grades | Report Time | Departure Time |
|---|---|---|---|
| Burr Elementary School | PreK-3 | 8:20 a.m. | 3:25 p.m. |
| Killingworth Elementary School | K-3 | 8:20 a.m. | 3:25 p.m. |
| Haddam-Killingworth Intermediate School | 4-5 | 8:30 a.m. | 3:35 p.m. |
| Haddam-Killingworth Middle School | 6-8 | 7:45 a.m. | 2:50 p.m. |
| Haddam-Killingworth High School | 9-12 | 7:05 a.m. | 2:10 p.m. |

The above table dictates the actual hours required of substitutes in each school and differs from student start and dismissal times.

## Weather Delayed Openings and Early Dismissals

Tune into TV stations WFSB, WTNH, FOX61, NBC30 or radio stations WTIC-AM, WTIC-FM, WRCH & WZMX for school delays or early dismissals due to weather.

If a delay is announced, the delay will be 2 hours. *If a 2-hour delay is in effect, the middle school and high school will follow a 2-hour delay schedule.*

Please note that at this time, we are unable to compensate substitutes for hours not worked due to district delays or closures.

## Resignations

Should you find that you no longer wish to work with Region 17 as a substitute, we ask that you please let the substitute coordinator know by submitting a brief letter or email of resignation to the Substitute Coordinator including the effective date so that we may properly update our records and substitute contact list.

# PROFESSIONAL ETHICS

During service as a substitute teacher, access to confidential information concerning students may occur.  Such data may concern student records, classwork, behavior, home environment, inclusion in free or reduced lunch program, or in classroom special education programs.  This information must not be discussed outside the school.

Since substitute teachers work in a variety of schools, grade levels, and classrooms, it is imperative that they refrain from making comparisons among these assignments.  Teaching styles vary from teacher to teacher and any comparison would be unfair to the staff involved.  Carrying "tales" from building to building about administrators, teachers, parents and/or students is unethical, reflects poorly on the substitute teacher, and can be grounds for dropping the substitute's name from the list of substitute teachers.

## Confidentiality

During your service as a substitute, intentional or inadvertent access to information concerning students may occur.  Such information may involve student records, student work, behavior or discipline, home environment, inclusion in the free or reduced lunch program, or participation in special education programs.  The information may come to your attention in written form, by being part of or overhearing a conversation, or by simply seeing a student in a particular situation within the school (such as an in-school suspension or coming out of the office of a social worker).  Any such information learned about students is strictly confidential and must be treated accordingly; it should only be shared with other school personnel who have a legitimate need for the information, within the school environment, and during school hours.

**ANY BREACH OF THIS CONFIDENTIALITY REQUIREMENT IS HIGHLY UNETHICAL AND WILL LIKELY LEAD TO YOUR REMOVAL FROM THE SUBSTITUTE LIST.**

# RESPONSIBILITIES

**Substitute Teachers are responsible for the following:**

1. Arriving on time and reporting to the school office upon arrival and before departure by the specified report and departure times.
2. Substitute teachers should expect to perform the duties of the classroom teacher including the allied tasks of supervising bus lines, recess and playground, cafeteria, study halls, and the like. Completion of daily attendance and lunch reports are also required.
3. The plans of the classroom teacher should be followed by the substitute teacher. Assignments should be collected and a brief summary of the day left for the regular teacher. If appropriate, student papers should be corrected.
4. Class control should be administered in a firm but friendly manner. Sarcasm, profanity and physical punishment should never be used.
5. Information learned about pupils is **strictly confidential** and must be treated as such. Any infraction of this policy is highly unethical and could lead to removal from the substitute list.
6. Public records are not available to the short-term substitute teacher. Any information needed can be obtained from the principal or guidance counselor.
7. Any problems encountered during an assignment should be discussed with the building principal. Communications to or from parents should also be brought to the attention of the building principal. In the high school, such problems should be directed to the department chairpersons.
8. All accidents involving students or the teacher, no matter how minor, must be reported to the school nurse promptly. Medicine is never administered to students by the substitute teacher. All necessary medication is administered by the school nurse or building principal.
9. Remember that the substitute teacher is the TEACHER for the length of the stay. The substitute teacher should make every effort to continue the regular instructional program of the school. By following classroom teachers' plans and by seeking assistance when necessary, the substitute teacher's day will be a meaningful one.
10. All substitutes are requested to submit to the principal or department chairperson a written report of the day's activities. This would include concise comments on the availability of all necessary lesson plans and materials, a summary of material covered, and a description of any problems or difficulties encountered.

# SUGGESTIONS AND STRATEGIES

Although the substitute teacher is expected to carry on in accordance with directions left by the regular classroom teacher, there will be occasions where neither plans nor directions will be available.  It is in instances like these that the creativity and ingenuity of the substitute teacher are essential.  The following is a list of helpful hints and suggestions for an "emergency" assignment without appropriate teacher plans for the day.

1. Check with the principal, another teacher, audiovisual coordinator for availability for any CD or recordings relevant to the unit in which the students are currently involved.
2. Check with the multi-media specialist for availability of materials, software, learning kits relevant to the unit in which the students are currently involved.
3. Do not feel stifled.  Feel Free to inject your own ideas, seat games, etc. in making the lesson a worthwhile learning adventure for the students.
4. Use students effectively in assisting with the lesson to ensure the continuity of the academic program.
5. Bring dramatizations and role-playing into a lesson whenever appropriate.
6. Divide the class into small groups on a one-day project based upon the current unit of study.
7. If possible, plan a tour of the learning or instructional media center for a class period or two, provided such a tour has not been conducted previously.
8. In general, whether or not the classroom teacher's plans are available, be creative, alive, alert, firm, fair, confident and happy with your assignment and the students with whom you are in contact.

# GENERAL INFORMATION

Hot Lunch is available in all public schools in Regional School District 17.

Fire Drill directions are posted near the exit of each classroom.  Computer labs have special instructions.  Substitute should immediately familiarize themselves with the plan of evacuation.

Dismissal of Students by any means other than regular dismissal procedures is prohibited. Under NO circumstances are pupils to be dismissed or leave the school grounds prior to the regular dismissal except by reporting to the principal and getting permission first.

Telephones and Computers used by staff should be limited to school business and other essential calls.

Pay dates are on a bi-weekly schedule beginning the first Thursday teacher's return from summer.

# Mandated Reporting

State law requires all school employees, including substitute teachers, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report these suspicions. These employees are mandated reporters.

Substitute teachers who have reason to believe a child may have been abused, neglected, or placed at-risk should report their concerns to the building administrator as soon as possible.  The administrator (or designee) will assist the substitute teacher in making an oral report to the Department of Children and Families (DCF) by telephone to the DCF 24 hour Careline (1-800-842-2288) no later than 12 hours after receiving the information.  This is followed by a written report which must be submitted within 48 hours on the DCF-136 form.

# Emergency Procedures

**Secure the Building/Lockdown Procedures**

**In cases of a crisis requiring lockdown, the following procedure will be followed by staff and students.**

- Push the red lockdown button found in the hallways
- Call 911 and notify the police of the emergency and the need for immediate police assistance
- PA system will announce:

**"The School is in lockdown"**

*Areas where the announcement is not easily heard will have a blue strobe-light.*

1. All Students and Staff should immediately move to the closest secure classroom or space.

2. Teachers are to visually check the halls outside their rooms or in the vicinity of their location for stray students or staff members, remove the door frame magnet from the strike plate and pull door closed. Keep all students/staff members inside of classrooms in an area not visible from the door.

3. Students will sit quietly on floor along inside wall that backs hallway (i.e. away from windows). Teachers should use their best judgment to keep students calm (e.g. read quietly to students or continue the lesson.)

4. Ignore the fire alarm. If the building needs to be evacuated, classrooms will be informed.

5. Teachers should remain in their classrooms until released by First Responders or an administrator.

Notes:

- Classes outside the building should not attempt to re-enter building. If during recess, duty teacher will sound the air horn found in the recess bag and students will immediately run to the designated area. Find shelter in neighborhood homes [or location designated by the building], if necessary.
- If lunch is going on, students should shelter behind the curtains on the stage. [or location designated by the building]

# District Drill and Lockdown Safety Practices

## Lockdown drill frequency and alarm testing

1. Schools will practice lockdown drills every other month, with the first drill occurring before the end of the Labor Day week.

2. Three of the five lockdown drills will be announced and should follow the teach, do, assess format. Two drills will be unannounced. These should also be assessed upon completion.

3. Drills should be scheduled at diverse times of the day.

4. All drills should be logged in a format designated by the superintendent's office.

5. On non-drill months, the lockdown system should be tested and a log of these tests maintained in the school office.

6. After every power outage, the lockdown system should be tested. If this happens during a non-drill month, this can be logged as a test of the system for that month.

7. Report any problems with the system immediately to the Facilities Director and the Superintendent.

## Fire drills

1. Fire drills should be practiced monthly, with the first drill happening in the first week of school.

2. Fire drills can be announced or unannounced, with more announced drills falling in the lower grades to allow for the teach, do, assess format. All drills should be assessed upon completion.

3. Drills should be scheduled at diverse times of the day.

4. All drills should be logged in a format designated by the superintendent's office.

5. A lockdown drill may not be substituted for a fire drill.

## Securing of classrooms and use of door frame magnets

1. Every room that is a potential area of shelter such as classrooms and offices will be equipped with a door frame magnet.

2. The door frame magnet will be used while the school is in session. The door should remain locked during the day and the magnet placed over the strike plate. In the case of a lockdown, a staff member would remove the magnet from the strike plate and pull the door closed, locking the occupants inside.

3.  It is the responsibility of the teacher/staff member in that room to make sure that the door is locked during the school day.  At no time should a door be left in an unlocked position.

4.  Before leaving for the day, teachers/staff members in the room will move the door magnet so that it is not covering the door plate and close the door.

5.  At the end of the day, custodians will ensure that the door magnet is not covering the door strike plate and the door is latched (locked and not openable without a key.)

6.  Lost magnets must be reported to the school office within 24 hours.  Schools should maintain a supply of replacement magnets.

## ID badges

1.  All staff should wear their ID badges while at work.

2.  District keys and fob should not be attached to the ID badge.

3.  Staff missing a badge or with incorrect information should contact the Central Office secretary to have one reprinted.

4.  Substitutes will be issued a badge or name tag by the office when they arrive.

5.  Visitors or vendors will be issued a visitor badge or tag by the office when they arrive.

6.  All staff should direct any adult in the building to the office if the person is not wearing a badge or tag.

## Staff training

1.  Drill procedures and safety practices should be reviewed yearly with staff and with new substitutes.

2.  All substitutes should receive a copy of the drill procedures from the school office when they arrive.

3.  Drill procedures and safety practices should be included in staff handbooks.

# REGULAR SCHOOL HOURS

| School | Grades | Start Time | Dismissal Time |
|---|---|---|---|
| Burr Elementary School | PreK-3 | 8:40 a.m. | 3:25 p.m. |
| Killingworth Elementary School | K-3 | 8:40 a.m. | 3:25 p.m. |
| Haddam-Killingworth Intermediate School | 4-5 | 8:50 a.m. | 3:35 p.m. |
| Haddam-Killingworth Middle School | 6-8 | 8:05 a.m. | 2:50 p.m. |
| Haddam-Killingworth High School | 9-12 | 7:25 a.m. | 2:10 p.m. |

# DELAYED OPENING AND EARLY DISMISSAL TIMES

| School | Grades | Delayed Opening Time | Early Dismissal Time |
|---|---|---|---|
| Burr Elementary School | PreK-3 | 10:40 a.m. | 1:05 p.m. |
| Killingworth Elementary School | K-3 | 10:40 a.m. | 1:05 p.m. |
| Haddam-Killingworth Intermediate School | 4-5 | 10:50 a.m. | 1:15 p.m. |
| Haddam-Killingworth Middle School | 6-8 | 10:05 a.m. | 12:35 p.m. |
| Haddam-Killingworth High School | 9-12 | 9:25 a.m. | 11:55 a.m. |

# APPENDIX A
# Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification by Regional School District No. 17 that your fingerprints will be used to check the criminal history records of the FBI.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.

- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[4]

- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Counci1.[5]

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about- us/cjis/background-checks.

- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- If you need additional information or assistance, please contact:

| Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480 | Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306 |
|---|---|

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[3] Written notification includes electronic notification, but excludes oral notification.
[4] See 28 CFR 50.12(b).
[5] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

**Authority:**  The FBI's acquisition, preservation, and exchange of fingerprints and  associated information  is generally authorized under 28 U.S.C. 534.  Depending on the nature of your application, supplemental authorities include Federal statutes,  State statutes pursuant to  Pub.  L. 92-544, Presidential Executive Orders, and  federal. Providing your  fingerprints and associated information is  voluntary; however,  failure  to  do so may affect completion  or approval  of  your application.

**Social Security Account Number (SSAN):**  Your SSAN is needed to keep records accurate because other people may  have  the  same  name  and  birth  date.  Pursuant  to  the  Federal  Privacy  Act  of  1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure  is  mandatory  or  voluntary,  by  what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:**  Certain determinations, such as employment, licensing, and security clearances,  may  be predicated  on  fingerprint-based  background  checks.     Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing  your fingerprints to other  fingerprints in the  FBI's Next  Generation  Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other  available records of the employing, investigating, or otherwise responsible agency.   The FBI may retain your fingerprints  and associated  information/biometrics  in  NGI  after  the  completion  of  this  application and,  while retained, your fingerprints  may  continue  to  be  compared  against other  fingerprints submitted to or retained by NGI.

**Routine  Uses:**  During the processing of this application and for as  long thereafter as your fingerprints and associated information/biometrics are  retained in NGI,  your  information may be  disclosed pursuant to  your consent, and may be disclosed  without  your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be  published  at any time in the  Federal Register,  including the  Routine Uses  for  the NGI  system and the FBI's Blanket Routine Uses.  Routine uses include, but are not limited to, disclosures to: employing, governmental  or authorized non-governmental  agencies responsible  for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public  safety.

**Additional Information:** The requesting agency and/or the agency conducting the application- investigation will provide  you  additional information  pertinent to  the  specific  circumstances of this  application, which  may include identification  of  other  authorities,  purposes,  uses,  and  consequences of not    providing requested information. In addition, any  such  agency  in  the  Federal  Executive  Branch  has  also  published  notice  in the  Federal Register describing any systems(s)  of  records  in  which  that  agency  may  also  maintain  your records,  including  the authorities, purposes, and routine uses for the system(s).

# APPENDIX B

## Logging in on the Web

To log in to Absence Management, type app.frontlineeducation.com in your web browser's address bar.

Enter your ID number and PIN; then click **Login**.

### Can't remember your login info?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

### Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.
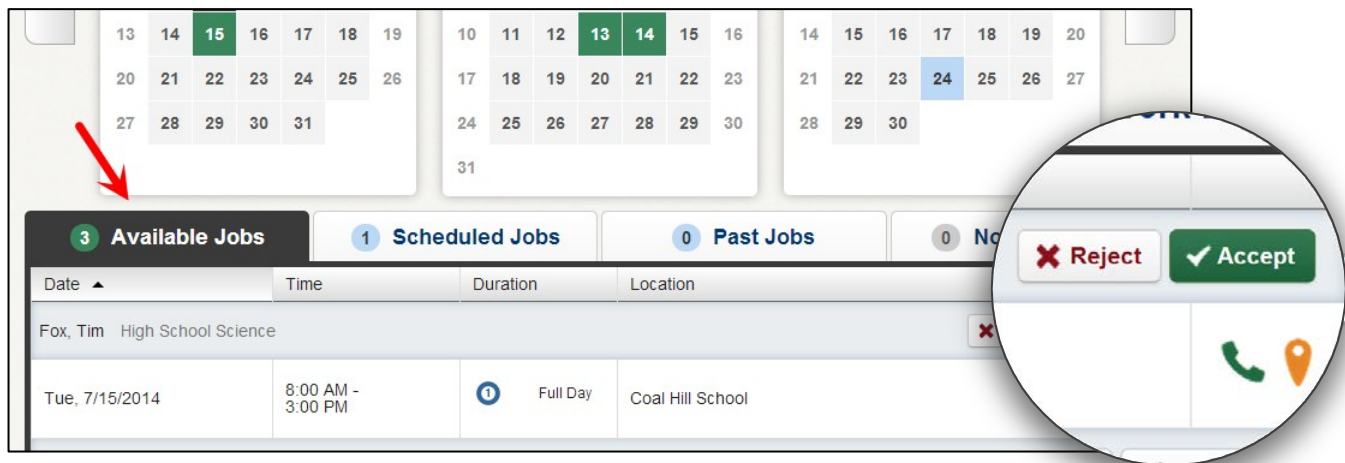
To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.
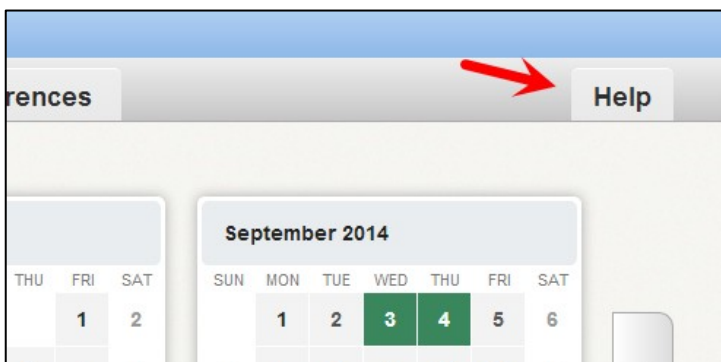
### Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the Help tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

# Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

## When You Call Aesop

To call Aesop, dial **1-800-942-3767**.  You'll be prompted to enter your ID number (followed by the # sign) then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – **Press 1**
    - To accept a job – **Press 1**
    - To hear the information again – **Press 2**
    - To reject a job – **Press 3**
    - To listen to the next job – **Press 4**
    - To replay the skipped job – **Press 5**
    - To return to the main menu – **Press 6**

- Review or cancel upcoming jobs – **Press 2**
    - To hear the information again – **Press 2**
    - To review an assignment in the next 7 days – **Press 3**
    - To listen to the next job – **Press 4**
    - To return to the main menu – **Press 6**

- Review or cancel a specific job  – **Press 3**
    - Enter the confirmation number followed by the # sign.
    - To cancel a job – **Press 3**
    - To listen to the next job – **Press 4**

- Review or change your personal information – **Press 4**
    - To change the name recording – **Press 1**
    - To change the PIN number – **Press 2**
    - To change the phone number – **Press 3**
    - To return to the main menu – **Press ***

## When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, in an effort to fill the job.  Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs.  You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

**Note:** When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Tell Aesop the Sub it is trying to reach is not available – **Press 3**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details and you will have the opportunity to accept or reject the job.

# Choosing Your Preferred Schools

The absence management system gives you the option to choose a list of schools that you want to work at and choose a list you prefer not to work at.

**NOTE:** If you are a new substitute, you will see jobs at all schools by default. If you are ok with this, you do not need to change any settings here.

Get to the "Preferred Schools" list by clicking the **Preferences** tab on the home page.
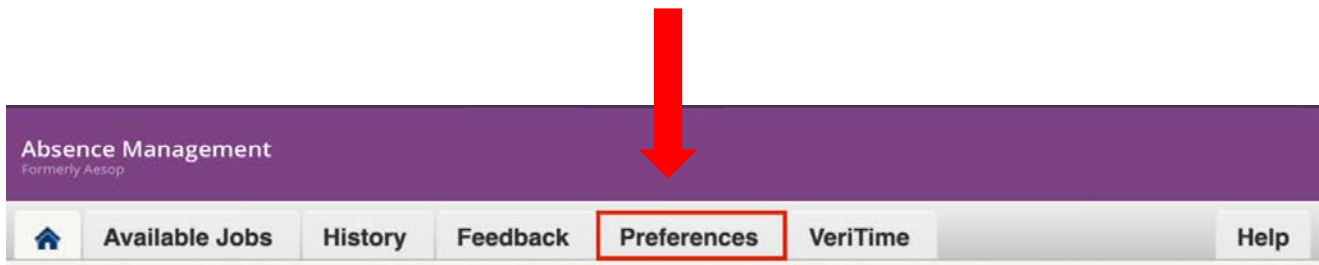


Click the **Schools** option in the side bar under the "Preferences" tab. At the top of the screen, you will be able to choose if you want the list of schools to be where you want to see jobs or where you don't want to see jobs. Click the circle for the option you want to choose.
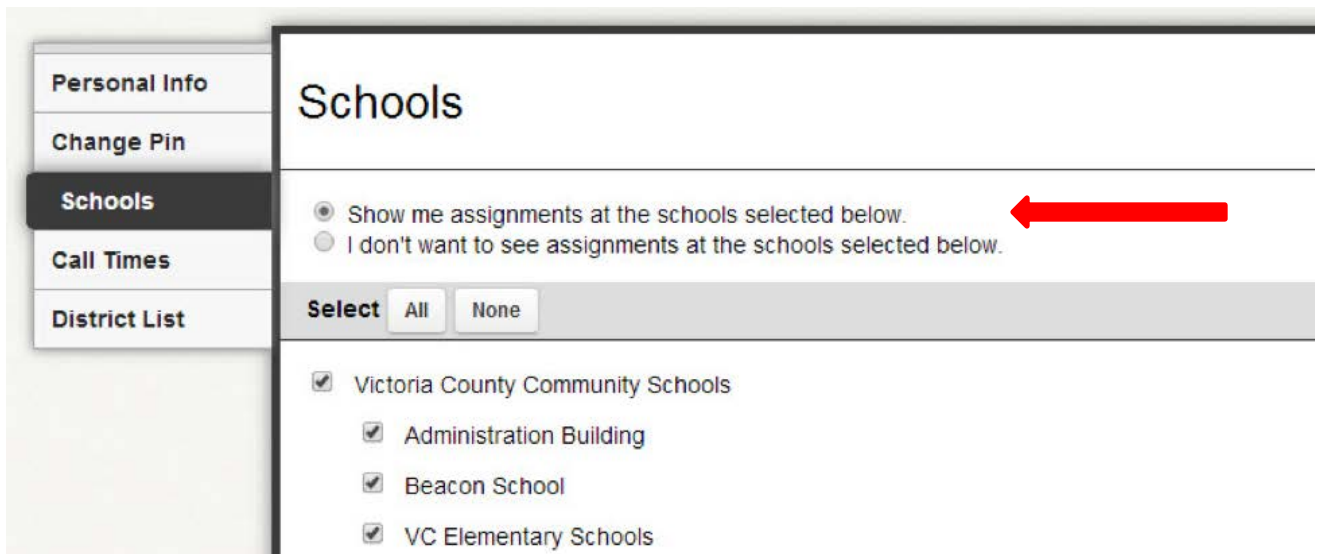


Use the **All** or **None** buttons to clear out or fill in your list:

Then, click the check boxes for the individual schools you want or don't want (depending on the above setting) to see jobs for. In the example below, you can see the substitute doesn't want to see jobs from elementary schools.



When you've finished, click **Save** to save changes.

## Setting and Changing Call Times

By default, absence management calls you for jobs during the time period set up by your school district. You can customize these times or turn off calling altogether.

If you wish to edit your options, simply click the **Preferences** tab on the home page.



Now, click the **Call Times** option in the "Preferences Menu."
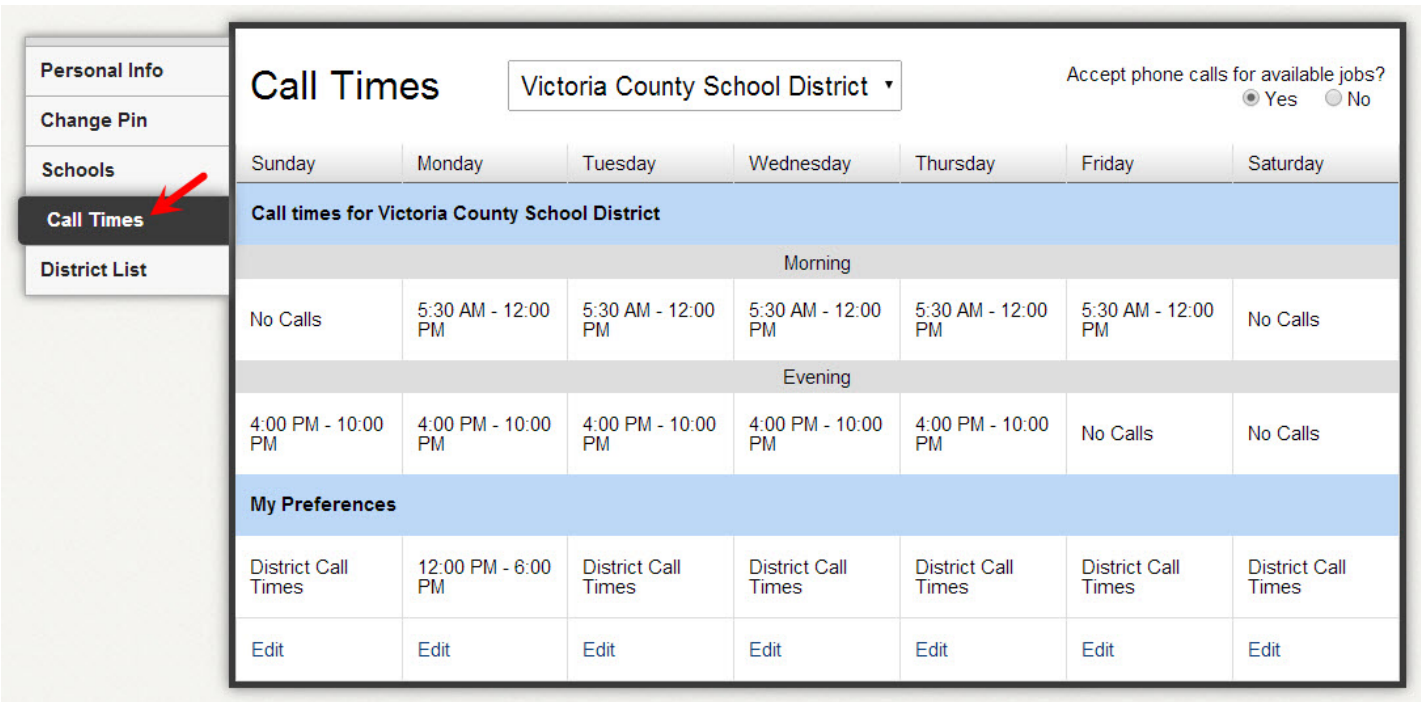


Absence management displays your district's default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day as needed.
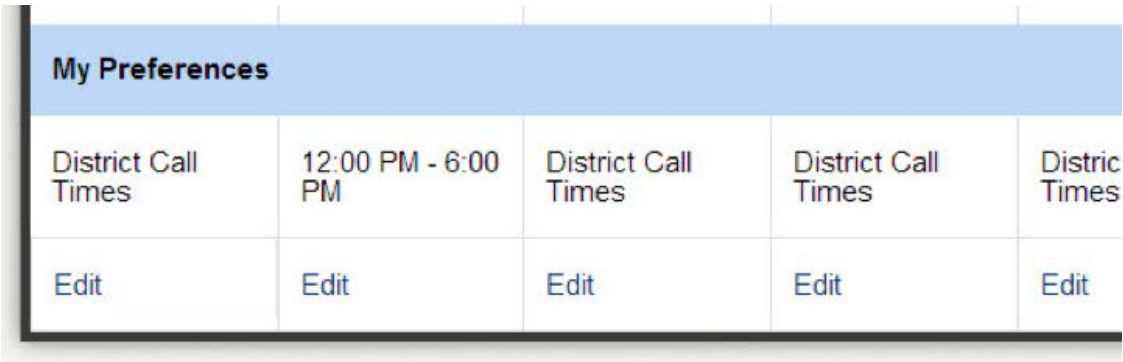
This actions brings up a window where you determine daily call times.



- **Don't Call Me** - Choose this option for absence management to not call on the selected weekday.

- **Call me during the district call times** - Make this selection to return call times to the district's default setting.

- **Call me between** - Enter the earliest and latest times absence management can send a call notification.

Once you pick your settings, you have two options:

- **Apply to All** - This setting applies these particular settings to every day of the week.

- **Apply only to** - This option only applies your settings to the selected workday.

## Adding Non-Work Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.
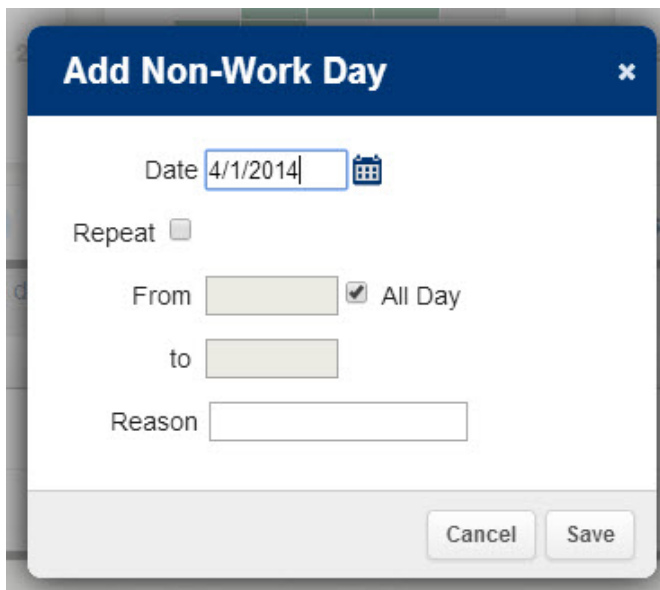


To create a new Non-Work Day click the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.
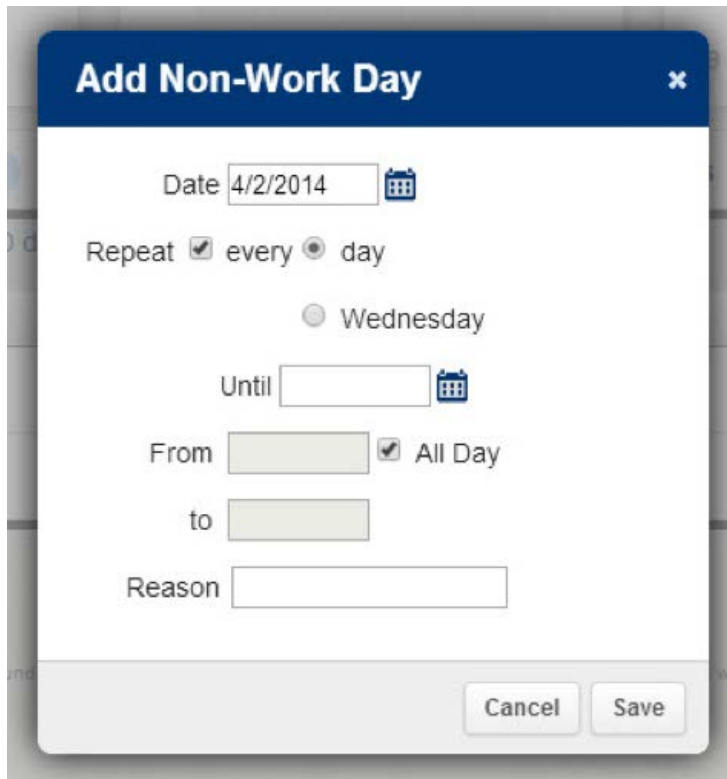


To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.

- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.

- **Reason** - Enter the reason for your non-work day. This info is not required.

Click the **Save** button when you are ready to save the Non-Work Day.

## Repeating Non-Work Days

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).



Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

## Removing a Non-Work Day

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.



You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).
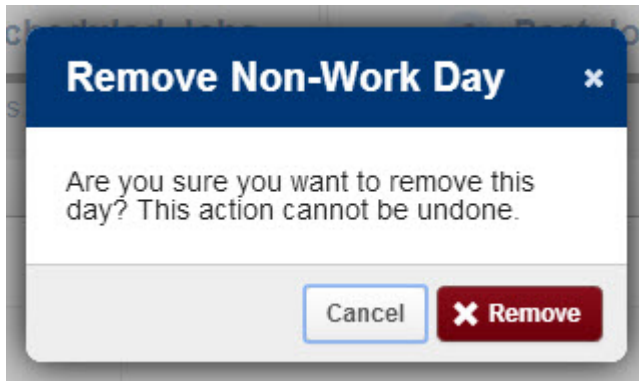
# Frequently Asked Questions

## Why am I not seeing any jobs?

There are a number of possible reasons that jobs aren't showing up as available.  There are a few things you can check.  First, make sure that you aren't limiting yourself in your "Schools" preferences.  Also, make sure that you have your call times set to allow maximum job offers.  If you're still not seeing anything, you can contact your district's Aesop Administrator to make sure you are seeing the correct job offers.

## I Don't Know my Log-in or PIN.  How do I find It Out?

Forgot your PIN number? Not to worry!  When you go to log-in to Aesop, at www.aesoponline.com, you'll see a link for "Pin Reminder."  Here you can enter your phone number and email and have your PIN number sent directly to you.  If you are still having trouble logging in, contacting your district's Aesop Administrator for help is your next step!  They will be the best one to answer your questions.

## What is Jobulator, and How Do I Get It?

Jobulator is a subscription service from the makers of Aesop that continuously and automatically checks for any available job offers in Aesop.  Notifications can come to your computer desktop or even straight to your smartphone.  To learn more about pricing and how to purchase Jobulator, please visit Jobulator.com.

## What Do I Do If I Miss a Call from Aesop?

If you missed that phone call from Aesop, you can always call back, toll-free, at **1-800-942-3767** to hear a current list of available jobs to accept.  You can also log-in online to view those same jobs.  You'll want to act quickly though.  Aesop may have already called the next substitute in line with that job offer.

## What if I Only Can Work at Certain Schools?

If you only want to work at certain schools and don't want job offers from others, it's as easy as setting up your "Schools" list in your preferences.  Here, you can specify what locations you want to see jobs for, or specify those you do not.  For help setting up that list, you can reference the Preferred Schools article.  If you are unable to create that list, please contact your district Aesop Administrator for help in setting up that list.

# Substitute Punches in Kronos:

Tap on the "Transfer" icon
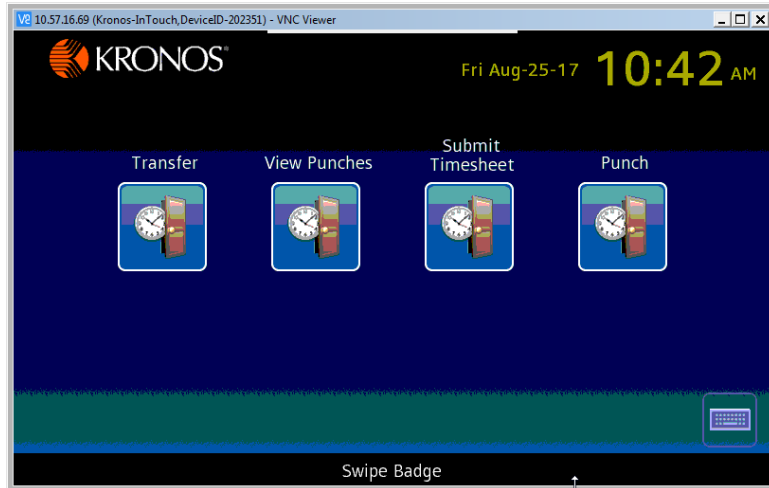


Enter your 4 digit Employee ID # (typically the last 4 digits of your SS #) Tap Enter
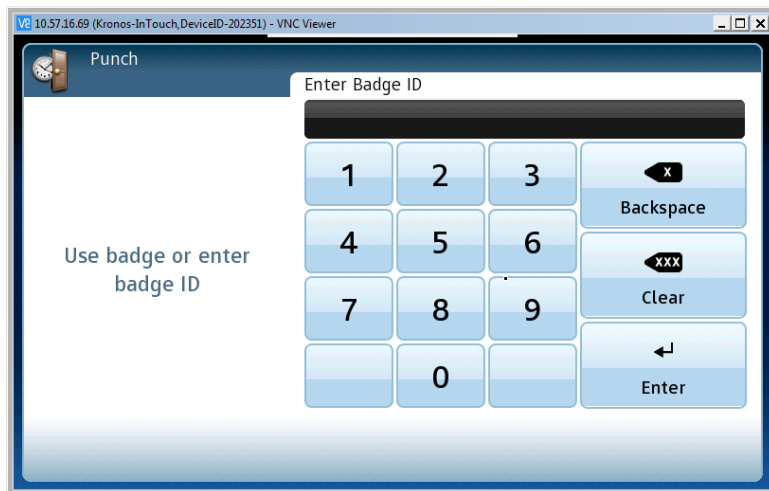
Select the Building using the arrows on the right side of the screen



For the Activity Select "Hours Worked" using the arrows on the right side of the screen.

For the Job select the appropriate "Sub position" using the arrows on the right side of the screen



Select Review to see the complete details of the punch you are entering-go back and make edits, if necessary.

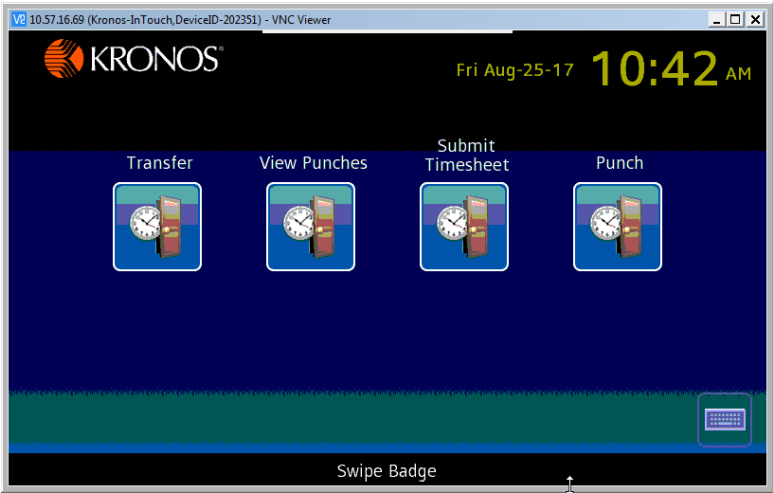**Left hand corner of the clock will light up Green when the punch is accepted-RED when it is invalid. The screen will read "Accepted: Punch" with your name and the date and time of the punch**
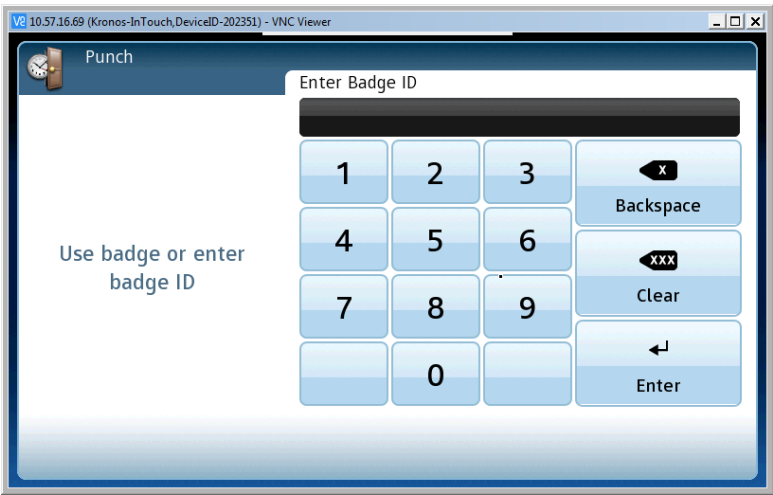


****IF you are NOT able to Punch in after several attempts—complete a missed punch form, submit it to your building secretary and email Amber White in Payroll (AWhite@RSD17.org) to let her know there is an issue.**
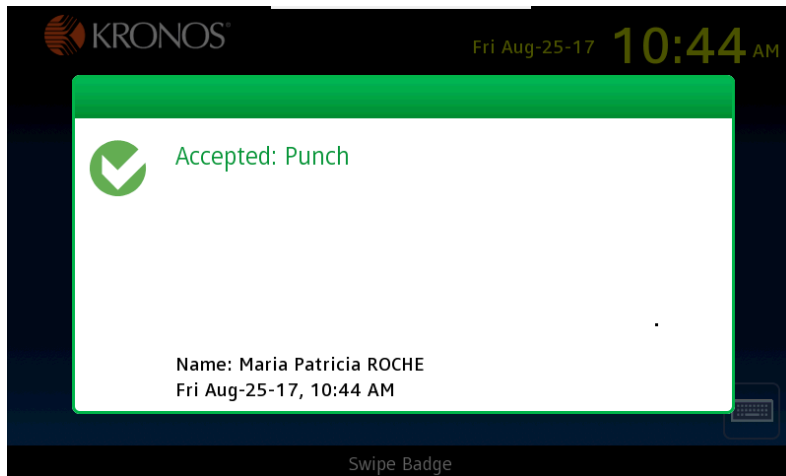
# Substitute Punch out in Kronos:

Tap on the "Punch" icon



Enter your 4 digit Employee ID # (typically the last 4 digits of your SS #) Tap Enter

**Left hand corner of the clock will light up Green when the punch is accepted-RED when it is invalid.  The screen will read "Accepted: Punch" with your name and the date and time of the punch**



******IF you are NOT able to Punch in after several attempts—complete a missed punch form, submit it to your building secretary and email Amber White in Payroll (AWhite@RSD17.org) to let her know there is an issue.**