



The Academy of Charter School's

Substitute Resource Guide

Substitute Responsibilities

- I will be punctual and adhere to the classroom schedule.
- I will maintain order in the classroom.
- I will follow the teacher's lesson plans in sequence and fulfill all of the responsibilities as stated.
- I will supervise the students assigned to the regular classroom teacher at all times (i.e. home room, hallways, dismissal, cafeteria, etc.).
- I understand that during my substitute teaching assignment as a Guest Teacher, I am required to be available to fill-in during open planning times for other teachers and required to stay the entire 4- hour or 8-hour day, as directed by the school.
- I understand that I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.
- I understand that I must check-in at the sub office every day and I will wear the school issued badge or name tag given to me for the duration of my assignment.
- I understand that The Academy of Charter School's definition of a "substitute" is a non-contract employee and is on an as-needed basis.
- I understand that there is no set number of hours guaranteed as a substitute and that my substitute status is on an on-call basis, when I'm available to work.
- I understand that prior to accepting an assignment that has already started, I will need to talk to either someone at the Substitute Office or the school. The substitute time on the assignment will be adjusted to the actual time worked.
- I understand that if I fail to accept a minimum of 5 assignments within a six (6) month period, my employment with the school as a substitute may be automatically separated. I also understand that I will receive email notification of this action.
- I understand that I may be evaluated on my job performance, attendance, and conduct by staff members. I also understand that negative evaluations may result in disciplinary action, including required training and/or separation of my employment as a substitute for the school.

School Day Expectations

Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late, please contact the Substitute Office at the assigned school, so they can plan accordingly. You are expected to arrive and leave at the scheduled times of your assignment, which may include the teacher's end-of-the day duties.

Please allow time for parking, checking in at the front desk, navigating around the school (classroom, restroom, break room, reviewing lesson plans, etc.)

CHECKING IN AT SCHOOL

Upon arrival at the school, you must do the following:

- Check/Sign in at the sub office at Main Campus or front desk at North Campus.
- Show your identification to the person checking you in for the day.
- Wear the school ID/sticker badge you're issued for the entire day you're in the school.
- Make sure you're given lesson plans from the teacher/paraprofessional you are subbing for that day.
- Locate the green emergency folder in your classroom for applicable emergency and non-emergency procedures.

DURING THE SCHOOL DAY PROCESSES

Students need to know what is expected of them in the classroom. To ensure that you have a smooth transitions throughout the day, follow the lesson plans you were given.

- Enter the classroom with confidence. Put your name on the board, and then familiarize yourself with the room. Locate and review the classroom rules and evacuation map.
- Read through the lesson plans and identify books, handouts and papers that will be needed throughout the day. If given a seating chart, study it and familiarize yourself with it.
- When the bell rings, stand in the doorway and greet students as they enter the classroom. Be professional, friendly and enthusiastic about the day.
- Introduce yourself and let the students know what you expect of them throughout the day.
- Be aware of how small things, like using a normal voice, giving praise and having a positive attitude, can affect students. Students resent teachers who talk down to them, make promises or threats they don't intend to keep and are not fair in administering rewards and consequences. Treating students as individuals is important.
- Do your best to follow the lesson plans and carry out the assigned duties left by the teacher and whatever situation or challenge you are faced with, always strive to be positive and respectful.
- When a Substitute uses good judgment, avoids criticism and adapts to circumstances in a positive way, he or she becomes a professional role model for both students in the class and other teachers.

School Day Expectations (continued)

END OF THE DAY PROCESSES

Being a professional is just as important at the end of the day as it is at the beginning. What do you do just before the school day ends will be the impression students take home with them? How you leave the classroom will be the first impression the teacher has of you when he or she returns?

BEFORE STUDENTS LEAVE

There are several things you should do during the last few minutes of class before the students leave:

- If the teacher has classroom sets (calculators, scissors, books, etc.), make sure they are all returned before the students leave the room. It is much easier to locate a missing calculator in a class of 30 than trying to find it somewhere in the whole school.
- Challenge students to recall, and list on the board, projects and topics they have studied that day.
- Remind students of homework. Writing homework assignments on the board throughout the day will help both you and the students remember.
- Have students straighten and cleanup the area around their desks.

AFTER STUDENTS HAVE LEFT

- After students have gone, take a few minutes to complete your professional duties as a substitute. Write a list of duties with a detailed summary of what was accomplished throughout the day, along with any problems that arose and notes about things that went well, or students that were helpful.
- If, for any reason, you were unable to carry out the plans left by the teacher, make sure you explain why you were unable to carry them out and what you did instead. Leave your name, phone number and an invitation for the teacher to contact you if they have any questions, or to request you as their substitute in the future.
- Leave the teacher's desk and assignments completed by students neatly organized. Close windows, turn off lights and equipment, and double check to make sure the room is in good order before you lock the door and head for the office. At the office, return keys, hand in any items collected, express appreciation for assistance provided, and check to see if you will be needed again the next day.

School Day Expectations-Checklist

Checking in:

- Report to the Office.
- Ask about student passes, playground rules, lunch procedures, and other duties.
- Ask if there are any special duties associated with the teacher's assignment.
- Find out how to refer a student to the office.
- Ask if any children have medical problems.
- Obtain any necessary keys.
- Ask how to report students who are tardy or absent.
- Find the locations of restrooms, the teachers' lounge, and other important places in the school.
- Introduce yourself to the teachers on both sides of your classroom.

In the Classroom before School:

- Enter the classroom with confidence.
- Put your name on the board.
- Review the class rules.
- Locate and review the school evacuation map.
- Read through the lesson plans left by the teacher.
- Locate books, papers, and materials that will be needed throughout the day.
- Study the seating chart. If you can't find one, be prepared to make your own.
- When the bell rings, stand at the doorway and greet students as they enter the classroom.

School Day Expectations-Checklist

Throughout the Day:

- Online attendance to be taken within the first 5 minutes of each class period.
- Get the students involved in learning activities quickly.
- Carry out lesson plans and assigned duties to the best of your ability.
- Be fair and carry out the rewards and consequences you establish.
- Be positive and respectful in your interactions with students and school personnel.

At the End of the Day:

- Make sure all classroom sets are accounted for.
- Challenge students to recall projects and topics they have studied that day.
- Remind students of homework.
- Have students straighten and clean the area around their desks.
- Leave notes about the day for the teacher.
- Neatly organize papers turned in by students.
- Close windows, turn off lights and equipment, and lock door.
- Turn in keys and any items collected at the office.
- Thank individuals who provided assistance during the day.



Academy North Campus: Sub coordinator - 303-289-8088 ext. 501
Pre-K through 2nd grade – 12161 Park Center Drive, Westminster, 80234

Academy Main Campus: Sub coordinator - 303-289-8088 ext. 450
3rd through 12th grade – 11800 Lowell Blvd., Westminster, 80031

Substitute and School Hours

	<u>Subs Hours M-F</u>	<u>Tues Subs after check-in</u>	<u>School Hours M, T, W, Th, F</u>
North Campus	7:15 am – 3:15 pm	Cafetorium	7:45 am - 2:55 pm
Main Elementary	7:30 am – 3:30 pm	Cafeteria	8:05 am - 3:15 pm
Secondary	7:30 am – 3:30 pm	North gym	8:00 am - 3:30 pm

North Campus Info: Substitutes park across the street in the DeVry parking lot. Enter through the south side door that enters in to the Cafetorium. Then proceed to the front office to check-in with the Receptionist who arrives at 7:15 am. Front doors are unlocked at 7:30 am when students arrive and go directly to their classrooms.

Main Campus Info: Substitutes park on West side of the building. You can park in Visitor parking that is found on each side of the sidewalk that separates the two parking lots. Enter the main doors and to go office 150. Doors are unlocked at 7:15 am and check will begin at 7:30.

Both Campuses: Your substitute assignment may be changed based on school needs.

Dress Code: Business casual, except jeans are allowed on Fridays.

Pay Information: \$120/full day for a 4-year degree, or \$140/full day for a CDE license. We pay full day pay (8-hour days) or half-day pay (4-hour days). Days worked from the 16th of the prior month to the 15th of the current month are paid on the last business day of the month. You are paid once a month.

School Closure: Snow days and other closures are posted in the announcement area of the school's website or on major news channels. Make sure it is The Academy in Westminster.

Fire Drills, Lock-Out Drills etc.: Please take note of the green emergency folders by the classroom doors wherever you are subbing.

Phone apps for Absence Management / Aesop: These will aid you in getting to the available substitute jobs first!

Jobulator

Phone calls for substitute jobs: You will be called the night before, or the morning of. ***It will be an 800 number, DO NOT JUST HANG UP. To stop the phone calls, you must say Hello and accept or decline the job; otherwise, you will continue to receive calls.***

Paid Leave (Personal Leave)

In accordance with Colorado law, all employees started earning one hour of paid leave (Personal Leave) for every 30 hours worked. Use the Access Employee Portal document to find your leave balance. To request leave, you will need to send an email to leave.requests@theacademyk12.org. Emails received by the 15th of the month, will be paid at the end of the current month.



Updated: 2/22/2021

Access Employee Portal

Access to the Employee Portal will continue even after your employment has ended with The Academy.

TEACHERS/LICENSED PROFESSIONALS/SUBSTITUTES - you can find your employee ID on Absence Management under the Account Tab in the Address Field.

Administrative Assistants and HR will have your Employee Id if you do not remember it.

If you cannot open, please check for pop-up blockers.

Employee Portal

To access your Employee Portal use the following link. This link works with your mobile phone or tablet:

- <https://ssl3.schooloffice.com/theacademy/sdsweboffice/login.aspx>
 - First time? Select the 'menu top' button
- User/Employee ID = xxxx
- Password = last 4-digits of your Social Security Number

View Your Information

- Select the Attendance tab to view your available leave balance(s)
 - Except most Teacher & Licensed Professional, leave balances are in Absence Management
- There are various tabs to see a variety of information

Change Basic Information

- Use to update your personal data, address, and emergency contact information
- Once updated, 'submit' your changes

Project Your Pay If You Change a Deduction

- This allows you to compute how a deduction change would affect your net pay

Message Center

- View your pay vouchers and your annual tax statements
- Tip – all emails need to be 'mark as read' to be in date order

Elementary North Campus Schedule

2020-2021

School Hours: 7:45 am – 2:55 pm

Tuesday: 9:00 am – 2:55 pm

Specials Schedule

Monday, Wednesday, Thursday, Friday

11:55 – 12:50 Kindergarten

12:55 – 1:50 1st Grade

1:55 – 2:50 2nd Grade

Lunch

Monday, Wednesday, Thursday, Friday

10:10 – 10:40 Kindergarten

10:45 – 11:15 1st Grade

11:10 – 11:40 2nd Grade

Literacy

Monday, Wednesday, Thursday, Friday

8:00 – 9:00 2nd Grade

9:20 – 10:20 1st Grade

10:50 – 11:50 Kindergarten

Recess

Monday, Wednesday, Thursday, Friday

9:20 – 9:40 Kindergarten

10:00 – 10:15 2nd Grade

10:20 – 10:40 1st Grade

12:35 – 12:50 1st Grade

1:30 – 1:50 2nd Grade

Specials Schedule

Tuesday

12:40 – 1:20 Kindergarten

1:25 – 2:05 1st Grade

2:10 – 2:50 2nd Grade

Lunch

Tuesday

10:45 – 11:15 Kindergarten

11:10 – 11:40 1st Grade

11:40 – 12:10 2nd Grade

Literacy

Tuesday

9:15 – 10:05 1st Grade

10:10 – 11:00 2nd Grade

11:45 – 12:35 Kindergarten

Recess

Tuesday

9:55 – 10:05 2nd Grade

10:20 – 10:40 Kindergarten

10:50 – 11:10 1st Grade

1:05 – 1:20 1st Grade

1:25 – 1:45 Kindergarten

1:50 – 2:05 2nd Grade

Updated 06-15-20

Elementary Main Campus Schedule 2020-2021

School Hours: 8:05 am – 3:15 pm

Tuesday: 9:20 am – 3:15 pm

3rd – 5th Grades

Specials Schedule

Monday, Wednesday, Thursday, Friday

3rd 8:10 – 9:00

4th 9:05 – 9:55

5th 10:03 – 10:55

Lunch

Monday, Wednesday, Thursday, Friday

3rd 10:25 – 10:50 10:50 – 11:05

4th 10:45 – 11:10 11:10 – 11:25

5th 11:15 – 11:40 11:40 – 11:55

Recess

Specials Schedule

Tuesday

3rd 10:15 – 11:00

4th 9:25 – 10:10

5th 11:10 – 11:55

Lunch

Tuesday

5th 10:30 – 10:55 11:55 – 12:10

3rd 11:15 – 11:40 11:40 – 11:55

4th 10:45 – 11:10 11:10 – 11:25

Recess

Recess

Monday, Wednesday, Thursday, Friday

3rd 1:30 – 1:45

4th 1:45 – 2:00

5th 2:00 – 2:15

Tuesday

4th 1:30 – 1:45

5th 1:45 – 2:00

3rd 2:00 – 2:15

Pride Club

3rd 2:40 – 3:10

4th 2:30 – 3:00

5th 2:30 – 3:00

Friday

Wednesday

Tuesday

Elementary Main Campus Schedule

2020-2021

School Hours: 8:05 am – 3:15 pm

Tuesday: 9:20 am – 3:15 pm

6th Grade

Monday, Thursday, Friday

Homeroom	8:05 -	8:10	
1 st Period	8:10 -	9:00	
2 nd Period	9:05 -	9:55	
3 rd Period	10:00 -	10:50	
Lunch/Recess	10:55 -	11:30	
4 th Period	11:35 -	12:30	
5 th Period	12:35 -	1:30	
6 th Period	1:35 -	2:30	(Electives)
7 th Period	2:35 -	3:15	(Summit, Band, Orchestra, Choir, PE)

Tuesday

Homeroom	9:20 -	9:30	
2 nd Period	9:30 -	11:00	
Lunch/Recess	11:05 -	11:40	
Pride Time	11:45 -	12:20	
4 th Period	12:25 -	1:55	
6 th Period	2:00 -	3:15	(Electives)

Wednesday

1 st Period	8:05 -	9:30	
3 rd Period	9:35 -	11:00	
Lunch/Recess	11:05 -	11:40	
Pride Club	11:45 -	12:20	
5 th Period	12:25 -	1:55	
7 th Period	2:00 -	3:15	(Summit, Band, Orchestra, Choir, PE)

Secondary Bell Schedule

Mondays, Thursdays, and Fridays

<u>Period</u>	<u>Start</u>	<u>End</u>
1	8:00	8:55
2	9:00	9:55
3	10:00	10:55
4	11:00	11:55
1 st Lunch-	12:00	12:30
1 st Lunch- 5 th Hour	12:35	1:30
2 nd Lunch-5 th Hour	12:00	12:30
2 nd Lunch	12:30	1:00
2 nd Lunch- Back to 5th Hour	1:05	1:30
3 rd Lunch 5 th Hour	12:00	12:55
3 rd Lunch	1:00	1:30
6th	1:35	2:30
7th	2:35	3:30

Tuesdays Only

<u>Period</u>	<u>Start</u>	<u>End</u>
2	9:35	11:05
Pride Time	11:10	11:45
1 st Lunch	11:50	12:20
1 st Lunch 4 th Hour	12:25	1:55
2 nd Lunch-4th Hour	11:50	12:30
2 nd Lunch	12:30	1:00
2 nd Lunch- Back to 4th Hour	1:05	1:55
3 rd Lunch - 4 th Hour	11:50	1:00
3 rd Lunch	1:00	1:30
3 rd Lunch- Back to 4 th Hour	1:35	1:55
6	2:00	3:30

Wednesdays Only

<u>Period</u>	<u>Start</u>	<u>End</u>
1	8:00	9:30
3	9:35	11:05
Pride Time	11:10	11:45
1 st Lunch	11:50	12:20
1 st Lunch- 5 th Hour	12:25	1:55
2 nd Lunch-5th Hour	11:50	12:30
2 nd Lunch	12:30	1:00
2 nd Lunch- Back to 5th Hour	1:05	1:55
3 rd Lunch- 5 th Hour	11:50	1:00
3 rd Lunch	1:00	1:30
3 rd Lunch- Back to 5 th Hour	1:35	1:55
7	2:00	3:30

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside Doors.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock outside doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! To the announced location.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



HOLD! In your classroom.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close classroom door
Business as usual
Take attendance



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Absence Management

SIGNING IN

Type aesoponline.com in your web browser’s address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools



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 **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, 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 the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, 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, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management 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). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

