

Do subs **want** to work at your school?



We hear it all the time...

The more info a sub has about your building, the more likely they are to sub there. Make your building stand out to subs by filling out your **Building Info for Substitutes** in Red Rover.

Set up Building info for Subs!

In Red Rover, go to **SCHOOLS** > [Your Building] > **Building Info for Subs**

- Introduce your School Building.
- Add important building policies.
- Answer FAQ's like "Where do I park?"
- Upload a photo of your school building.
- Provide a campus map.
- Add a building contact.

Building info for substitutes

[EDIT](#)

- ✓ Welcome
- ✓ Classroom Policies
- ✓ FAQs (3)
- ✓ School Image
- ✓ Building Map

[Preview](#)

Contacts
Steve Hendrix (Office Manager)

Now, any time a sub takes a job at your building...

They will receive this information attached to their assignment. Set it, forget it, and don't sweat it!

Welcome to Midwest Middle School!

Welcome to Midwest Middle School! Please enter the building through the Main Street entry. Turn right upon entry to go to the main office and check in with the office Secretary. Please sign in, pick up your building documents, and verify your Health Check. We're so glad to have you here!

Building policies

Dress Code: Please dress appropriately, business casual is the way to go!

Tardiness Policy: If you're late, we'll fill your assignment with another substitute and you will not be paid for showing on campus.

FAQ

Q: Where do I park?

A: The parking lot is on the east side of the building. Drive around the side and park anywhere.

Q: Should I come to the office first?

A: Yes!

Q: When's lunch?

A: Each classroom is different. Please check with the teacher you're filling in for.



Contacts

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