

Absence Management Info for Substitutes

After onboarding, new substitutes will be contacted via email or phone from BOCES when their account is set up. As soon as you receive access, you are all set to start picking up positions and working. Upon arriving for an assignment, go to the main office of the building you are working in. The secretary will guide you on where/how to sign in, will confirm your assignment, and give you a substitute badge to wear for the day. *Please bring your photo ID with you when subbing.*

Substitute Parking

High School and Jr. High School

- Park across from the High School in the overflow lot in one of the outside (around the perimeter) spaces. Spaces in the middle are assigned.

Intermediate and Primary

- Park in any spot facing the Primary (right side) or spots labeled 'Visitor' facing the Intermediate (left side)

Early Childhood School

- Park anywhere. Although the spots are numbered, they are not assigned.

Teacher and Nurse Substitute Full Day Hours

(Aide and typist schedules differ and will be listed in Absence Management)

High School 7:20-2:50

Jr. High 7:25-2:55

Intermediate 8am-3:30pm

Primary 8am-3:30pm

ECS 8am-3:30pm

Setting Preferences in Absence Management

You have the option in Absence Management to set many things, such as, how you receive job offers, when you receive offers (if you do not change this you will start getting phone calls at 5:30am), what buildings you want to work in, your work availability, etc.

If you no longer want to sub and want to be removed from the district's sub list, please contact Human Resources.