

Finding Available Jobs

You can find and accept jobs in a few quick steps!

Click a hyperlink below to jump to that topic:

- Overview
 - Locating Your Jobs
- Viewing Job-Related Details
 - Accepting or Rejecting Jobs

Overview

Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at **1-800-942-3767** or log in at app.frontlineeducation.com. These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

Absence Management

Victoria County School District

?

Melody Pond

Multi-District View

→

Home

Calendar

Jobs

Settings

October 2016

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Available Jobs

1 Scheduled Jobs

1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location
Banner, Robert Physics Professor ✕ Reject 🔍 See Details			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district’s settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.

Locating Your Jobs

The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

➔

🏠

👤

2

🕒

💬

⚙️

📅

November 2019

SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

December 2019

SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

January 2020

SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

2

Available Jobs

1

Scheduled Jobs

2

Past Jobs

3

Non Work Days

Date

Time

Duration

Location

Filter

Barker, Bob

📄

✖ Reject

✔ Accept

Thu, 11/21/2019

11:00 AM - 6:00 PM

1

Full Day

Phoenix School District
Rohirrim High School

📞

📍

Barker, Bob

📄

+

✖ Reject

🔍 See Details

Thu, 12/5/2019 - Fri, 12/6/2019

11:00 AM - 6:00 PM

1

Full Day

Victoria County School District
Gallahorn Middle School

📞

📍

Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.

2

Available Jobs

1

Scheduled Jobs

2

Past Jobs

3

Non Work Days

Date

Time

Duration

Location

Filter

Barker, Bob

📄

✖ Reject

✔ Accept

Thu, 11/21/2019

11:00 AM - 6:00 PM

1

Full Day

Phoenix School District
Rohirrim High School

📞

📍

Barker, Bob

📄

+

✖ Reject

🔍 See Details

Thu, 12/5/2019 - Fri, 12/6/2019

11:00 AM - 6:00 PM

1

Full Day

Victoria County School District
Gallahorn Middle School

📞

📍

➔ Job Notes

Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

Barker, Bob 				
Thu, 11/21/2019	11:00 AM - 6:00 PM	①	Full Day	Phoenix School District Rohirrim High School
Barker, Bob  				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	①	Full Day	Victoria County School District Gallahorn Middle School

Once selected, a pop-up message will appear.

Barker, Bob 

Notes

Please cover chapter 3. Thanks!

Thu, 11/21/2019

Phoenix School District
Rohirrim High School

Barker, Bob  

Thu, 12/5/2019 -
Fri, 12/6/2019

11:00 AM - 6:00 PM

① Full Day

Victoria County School District
Gallahorn Middle School

➔ Multi-Day Jobs

Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

Barker, Bob 				
Thu, 11/21/2019	11:00 AM - 6:00 PM	①	Full Day	Phoenix School District Rohirrim High School
Barker, Bob  				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	①	Full Day	Victoria County School District Gallahorn Middle School

Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the "See Details" button to view all the job's details, including the option to accept the position.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob 				
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	 
Barker, Bob  				
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	 

This selection will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				✕ Reject ✓ Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	📞 📍
Barker, Bob				✕ Reject ✓ Accept Multi-day ⬆ Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍
Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍

➡ Phone Number and Map

In each job listing, you can select a **green phone** icon to reference the school's phone number or click the **orange map** icon to open Google maps and review the directions. *A gray icon indicates that the number or map is not available. These availability options are determined by your district.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				✕ Reject ✓ Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	📞 📍
Barker, Bob				✕ Reject ✓ Accept Multi-day ⬆ Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍
Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

➡ Rejecting a Job

To reject a job, all you have to do is click the **Reject** button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.

 Only click the "Reject" button if you are absolutely sure that you do not want this job. You cannot recover a rejected assignment.

✕ Reject

✓ Accept Multi-day

⬆ Hide Details

➔ Accepting a Job

To accept a job, click the green **Accept** button on the right side of the job listing.



Once a job is accepted, you will see a confirmation number at the top of the page. (*If there is a file attached to the absence, you will also see a link to view the attached file.) This pop-up will remain on your screen until you dismiss it. Click the "x" next to "Dismiss Message" to close the confirmation.

Absence Management
Formerly Absop

Assignment Accepted. Your confirmation number is #226641786

Dismiss Message

Additional Resources: Accepting Jobs as a Multi-District Sub