



Substitute Handbook

Welcome to the new school year!

As a returning or new substitute (Guest Teacher, Educational Assistant, Clerical, Custodial or Food Service), it's our pleasure to welcome you to a new school year. It is our hope that your vacation or break has been a relaxing one, full of opportunities and self-renewal. Substitutes provide valuable services to our community: students, staffs, and parents. Our building administrators and district leaders recognize your strong contributions toward the educational success of our students.

On the following pages you will find general information about your role as a substitute with the Eugene School District. We encourage you to read the contents of this handbook carefully and use it as an ongoing resource.

If you have any questions, the sub desk is available by phone at 541-790-7689 Monday-Friday from 7:00 AM-5:00 PM or by email at subdesk@4j.lane.edu. You can also find helpful information located on the Eugene School District 4J web site at <https://www.4j.lane.edu/>.

Again, welcome to another academic year with Eugene School District 4J and we wish you success. Your service is greatly appreciated.

Sincerely,

**Associate Director of Human Resources
Karen Hardin**

**Sub Desk Support Team
Sonja Casarez**

ABOUT 4J

When people ask about 4J schools, they often want to know about attendance boundaries, test scores, class sizes, and calendars. While we recognize the importance of that information, we believe that to really understand this school district, you must know our values.

BASIC BELIEFS

- This is a student-centered district; everything we do must be good for children.
- We realize that to get better implies change; we should be investigating, learning, trying, exploring fine-tuning and constantly leading progress.
- We create an environment in our district that is demanding but nurturing, rigorous but compassionate, safe but risk-taking. We foster both independence and collaboration and require accountability as well as involvement from everyone.

PHILOSOPHY

- The fundamental purpose of Eugene School District 4J is to give each of our students an excellent and equitable educational experience; we invest in our students because they are our future.
- An excellent education will prepare students to become thoughtful, responsible citizens in our democratic society, engage in productive work, be skillful in relationships with others, and find pleasure in the worthy use of leisure time.

4J VISION 20/20 STRATEGIC PLANNING PROCESS

Eugene School District 4J is looking to the future with 4J Vision 20/20. The district has engaged the community in a strategic visioning and planning process to develop a roadmap for the next few years, a [3- to 5-year guiding plan](#) for Eugene School District 4J.



This process created a shared vision and plan for the future of our schools and the future success of every student. The plan was designed to reflect what our community wants our school system to look like and where the district's limited resources should be targeted to best support student success.

4J 20/20 Vision: Every Student Connected to Community and Empowered to Succeed.

- **Goal I:** Educational Excellence with Equitable Access and Outcomes for Every Student
- **Goal II:** Multiple Pathways to Student Success
- **Goal III:** Communication and Connection with Community
- **Goal IV:** Diverse World-Class Workforce
- **Goal V:** Stable, Sustainable Stewardship

ABOUT STUDENTS

- Students will be treated with respect, dignity, and warmth so they will want to come to school and engage in their learning. We believe learning is natural for all human beings. Given the right circumstance, which includes a positive and supportive climate, every student can learn effectively in school.
- Each student brings a unique set of experiences and needs when they enter our schools. We must be prepared to take students as they come to us and provide each one with whatever they need to access programs and curriculum to support their learning.

ABOUT STAFF

- School district staff should be advocates for the needs of all children. Because of our efforts, our students should leave 4J prepared to be productive young adults able to work and engage in continued education or training.
- We will not ask people to do the impossible; work assignments are commensurate with the resources and support available. People have a right to be involved in the decision making process of their school or department as well as the school district. If employees are involved in decisions, they can identify many opportunities for program improvements and create organizational efficiencies.

ABOUT COMMUNITY AND PARENTS

- Parents are central to the life of children, and therefore must be major participants in the educational process.
- Parents and the community will be involved in planning and implementing the education program. It is our responsibility to be certain that citizens understand the lifelong value a good education system brings to the community.

ABOUT RESOURCES

- To the extent possible, our resources will go directly into the instructional process.
- We are good stewards of the funds we receive from the public. We are responsible for taking care of the schools and other facilities our community has entrusted to us to ensure that our buildings and equipment are safe, attractive, and comfortable.

DECISION-MAKING BOUNDARIES

Our decision making will be consistent with the district mission. We will:

- Do what is best for students
- Promote individual dignity
- Enhance the quality of instruction

- Involve persons, groups, or sites affected by a decision (students, parents, staff, community, public agencies, and businesses)
- Respond to legal requirements, state rules, district policies, contracts, and available resources
- Be responsible and accountable

SUBSTITUTE SICK TIME

Substitutes earn sick time per [Board Policy GCBDD/GDBDD](#). This policy provides sick time to employees not currently covered by sick leave provisions of ORS 332.507, including coaches, seasonal employees; temporary workers not covered by any collective bargaining agreement, classified and licensed substitutes. Such employees may use a maximum of 40 hours sick time in a year.

If you will be out sick, and want to use earned sick time, you should remove yourself from that position, or day, within Absence Management (AM) or with your supervisor (custodial and transportation subs). This will allow the system or your supervisor to find a replacement for that one day.

After you have removed yourself, email the sub desk with the confirmation number of the assignment you withdrew from, or the name of your supervisor you contacted, and a brief description of the reason. This email notifies the District of the request to use any earned sick time for that day. The reason must be a qualifying reason under ORS 653.616. Your paid sick time balances can be viewed on the bottom of your pay stub.

ABSENCE MANAGEMENT

Eugene School District 4J uses Absence Management to dispatch substitutes (Guest Teacher, Educational Assistant, Clerical, and Food Service). Substitutes must have an active account with AM in order to be called *or* assigned to work. After you are hired by Human Resources, you will receive an email from the sub desk with your AM login ID and PIN number. This login and PIN will get you into your AM account and allow you to look at and accept available jobs, manage your schedule and availability, cancel an assignment and specify your call times. **You will find the Absence Management system guide at the end of this document.**

SAFESCHOOLS TRAINING

All Eugene School District 4J employees, including substitutes, are required to take and successfully complete SafeSchools training courses. SafeSchools is a series of online course tutorials. Each course has a brief quiz after each tutorial. The training sessions are required by the school district, the Oregon Department of Education or state/federal law.

SafeSchools trainings are not paid, but you are encouraged to complete them while on a substitute assignment as time allows. If you do not successfully complete the trainings by December 31 each year, you may be removed from the active substitute list.

INFORMATION SPECIFIC TO LICENSED SUBSTITUTES

Who is responsible for keeping track of the hours and days a Guest Teacher works?

Absence Management keeps track of the hours/days worked for Licensed Guest Teachers. Human Resources exports the information to payroll. Guest Teachers are strongly encouraged to maintain their own records of days, times, buildings and teachers for whom they work, to insure proper payment has been made. If you have a question regarding your paycheck, please contact the subdesk at 541-790-7689.

Licensed Guest Teachers are required to work 4 or 8 hours.

- If you were only covering for one class period you are required to report to the office and assist the school for the remaining amount of time.
- You must ALWAYS work 4 or 8 hours. There is no exception to this.

Remember that everything **MUST** be in ABSENCE MANAGEMENT (AM). You are paid based on jobs entered into ABSENCE MANAGEMENT (AM) each month.

- If a day or period of time is not entered into ABSENCE MANAGEMENT (AM) by the 15th of the month then you will not be paid for it. Please make sure everything is correct in ABSENCE MANAGEMENT (AM) no later than the 15th of each month.

You will be paid for the 16th-15th of the following month at the end of each month.

Example: Work from January 16th through February 15th would be paid February 28TH.

Important protocol after accepting an assignment

- If you accept an assignment after the start time or are anticipating being late to an assignment, always contact the building secretary to let them know you have accepted the job and may be late.
- Always report to the main office when you arrive at a school. Remember to sign in at the front desk and to sign out when you are leaving for the day.
- When you are in a school the building administrator is your supervisor. If you have any concerns they should be reported to the building administrator directly.
- If you are only covering for one class period you are required to report to the office and assist the school for the remaining amount of time, either 4 or 8 hours.
- You should wear your district badge at all times when on district property. If you forget your badge ask the school office if they have a visitor badge you could use for the day.
- If you accept a job in ABSENCE MANAGEMENT (AM) and choose to withdraw yourself within 12 hours of the start time, you are then locked out from taking any other jobs in 4J for that day. This is a huge burden on the schools and you should not be withdrawing from one job in order to take another job at such late notice, unless you are sick and cannot work.
- If an assignment is cancelled within an hour of the start time then you are guaranteed 4 hours of work. Note this is 4 hours of work (not pay) and you will not be paid for 4 hours if you do not stay and work.
 - **Example:** if you have an assignment from 8am-4pm scheduled and it is cancelled at 7:30am that same day then you are guaranteed 4 hours of work. You should report to the building secretary to see how you can help the school during this time.

Seclusion and Restraint

It is critical that all employees understand the district policy Use of Restraint and Seclusion (JGAB). “Physical restraint” means the restriction of a student’s movement by one or more persons holding the student or applying physical pressure upon the student. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

The use of physical restraint and/or seclusion is only permitted as part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.

Eugene School District 4J utilizes the Oregon Intervention System (OIS) or the Mandt System training program of physical restraints and seclusion. As required by State regulation, the selected program include: behavior support, prevention, de-escalation, and crisis response techniques.

What happens if there is a complaint against you?

If a staff member is unhappy with the performance of a substitute, she/he is encouraged to first contact the substitute to discuss the concerns and then, if warranted, to discuss their concerns with a building administrator.

If, in the opinion of the building administrator, the Guest Teacher’s work performance is subject to question, then the administrator should make every reasonable effort to contact the Guest Teacher to discuss the issue. Building administrators may request that a Guest Teacher not return to work for a specific teacher or in a specific building. Building Administrators must then notify the Human Resources Department, send a summary of the incident/concerns and a summary of their meeting with the substitute. They must also copy the substitute’s 4J email on their final communication with HR.

All substitutes should be aware that due to the complexity of substitute work, there might be a time when an assignment does not work out for the Guest Teacher or for the site at which they are assigned. If a Guest Teacher is requested not to return to a class or building, this isolated act, in itself, is not necessarily an indication of general poor work performance. Unless a pattern develops involving multiple complaints, the Guest Teacher will be considered for other buildings and other substitute positions without restriction.

As with all employees of District 4J, Guest Teacher are expected to follow district policies and state laws and regulations. If a violation is reported and substantiated, appropriate action will be taken, consistent with the Collective Bargaining Agreement.

If there are multiple episodes of administrator and staff requests that a substitute not return to a classroom and/or building, an investigation will be conducted by a Human Resources administrator. An investigation will also be conducted if it is reported to Human Resources that the substitute has violated district policy (ies) or standards established by the Teachers Standards & Practices Commission and/or state law(s) and regulations(s). If the identified concerns are substantiated, appropriate action will be taken.

If a substitute wishes to get feedback related to concerns raised by a staff member and/or administrator about their job performance, they may:

1. Call the staff member.
2. Ask for a conference with the administrator.
3. Call Human Resources to schedule a meeting with a Human Resources Administrator.

Are there workshops or inservice opportunities available to Guest Teachers?

According to the current EAST collective bargaining agreement, the District shall provide one-half (1/2) day of District-sponsored inservice at the beginning of each work year. Persons on the Guest Teacher list at the time the inservice is provided are eligible.

As per contract language, up to 200 registered Guest Teachers will be paid at the per diem rate for a half day. A committee appointed by the Association may consult with the District about inservice programs.

There is also a list of workshops on the District website if you are looking for training opportunities. If you scroll over the "Staff" tab at the top of the District website and click on "Workshops" you can view a list of upcoming trainings and enroll on that page. You will need to have your 4J email address already activated to register and these are not paid trainings.

Responsibilities and expectations of a 4J Guest Teacher

Guest Teachers are an integral part of Eugene School District 4J. The skills that they bring to the classroom, buildings, and programs help maintain continuity when the regular teacher is absent.

The following skills and responsibilities are important for a Guest Teacher in School District 4J.

- You need to be able to adapt to many different building environments, each with its own characteristics. Remember, you are a temporary member of that building's faculty and owe loyalty to that group.
- Please respect the existing teacher/student relationship in each classroom. Do not act in any way that jeopardizes that relationship and never criticize the teacher or the lesson plans in front of students.
- Do not make comparisons between buildings and do not reveal confidential information received from faculty or students.
- All relationships with administrators, teachers, and students should be kept on a professional basis.
- During your assignment, whether for one day or for several months, your job is to provide continuity in accordance with the assignment, the department, and the building.
- Maintain a safe and secure environment.
- Leave a record of the day's progress for the regular teacher, including the status of each assignment and any individual problems that occurred. Leave as detailed a note as possible.
- Use your expertise in your content area to supplement the daily program when needed.
 - There will be days when you will have to use your own innovations to complete a lesson. Welcome this opportunity as a challenge and a learning experience. In almost all cases, the students will appreciate your efforts.
- Follow the wishes of the regular teacher when collecting and grading papers. Use your best judgment in allocating your time during the preparation periods available to you. Use your time fruitfully in the best interests of the teacher and students.
- Check the daily schedule at the building you are assigned. Each building has different procedures for lunch count, lunchroom rules, hall passes, referrals, use of the bathroom during

class time, and computer and resource room privileges. These are usually clearly stated in the Guest Teacher folder or by the teacher.

- Make sure you are aware of any room changes and the locations of the rooms. Review the fire drill instructions and directions to fire exits for each room to which you are assigned.
- Leave the room neat and orderly. Close the windows, turn off the lights, and lock the doors when leaving the room at noon or at the end of the day. If a key is not assigned to you, it is usually quicker and easier to get a custodian to lock or unlock a door than to get a key from the office.

Do I have to be endorsed in the specific content area to accept an assignment?

Regardless of your endorsement you are authorized to sub in any assignment you are comfortable teaching. If an assignment continues for more than 19 consecutive days then you must be appropriately endorsed to teach that class.

How many days do I have to work to remain on the active substitute list?

In an effort to support 4J students the District requires all 4J substitutes to work a minimum of 10 days each school year. If you do not work 10 days each school year you may be removed from the Guest Teacher list the following school year.

More helpful suggestions

- If there is time before class begins, review the day's schedule and the content of the lesson as thoroughly as possible. Scan the entire day's plan immediately. Make sure you have the attendance sheets or are familiar with how the school expects you to take attendance.
- Don't be afraid to ask for help from the teachers near you or from other staff members.
- Look for trouble spots in the daily assignments and plan how you will present the assignment, including the terminology and examples you will use. Decide what vocabulary you may need to explain beforehand and write it on the board if you wish.
- The first few minutes of class are very important. Prepare for success by acting in a confident and professional manner. This includes being on time (or early), neat, patient, honest and enthusiastic. You are better off being yourself. Introduce yourself, smile and be friendly, and act as if you are glad to be sharing time with your students. Students will appreciate your interest in them and their classroom.
- Be honest. If you do not know something, admit it and learn together. Never give information you are unsure of to protect your ego.
- Make use of students' knowledge of classroom procedures and let helpful students fill you in on what was previously taught and the way it was presented.
- Try to learn as many names as possible and be sure to introduce yourself at the beginning of class. Use the seating chart. In lower grades, nametags can be helpful.
- Be firm, yet flexible. This is one of the most difficult suggestions to follow. You are faced with many different routines, student-teacher relationships, and levels of trust.
- Recognize positive behavior in a manner that shows you expect it, and structure the class accordingly. Form a clear idea of your own expectations of student performance and behavior. If your expectations are low, so are theirs.

- Discipline is based on mutual understanding, through honest, open communication. Express your expectations in a matter-of-fact and non-threatening manner and move on. The more you expect a problem, the more it may materialize. On the other hand, do not ignore a problem as it develops because it usually will not go away.
- In a disciplinary situation try not to get angry. Carry out your actions in a neutral manner. If a discipline problem arises which you are unable to manage do not be afraid to ask for assistance from the principal or other administrators.
- Do not ridicule a student in front of the class because of your own failures at teaching or classroom management. This is a major breach of trust.
- Be positive and help students be successful. A pleasant word of encouragement goes a long way in helping a struggling student through an assignment.
- Learn from your positive and negative experiences.

WAGE AND BENEFIT PACKAGE FOR CERTIFIED GUEST TEACHERS: 2018/2019

The information below highlights some of the benefits provided by District 4J for Guest Teachers for the current school year. A complete description of these and other benefits can be found in the EAST Collective Bargaining Agreement. Start with the Human Resources Department on our web site.

Salary

As determined by the Department of Education the basic rate of pay for the 2018/2019 school year shall be the statewide average of \$180.09 for eight hours and \$90.05 for four hours.

Extended Service Rate

Based on the current EAST Collective Bargaining Agreement, after eight (10) consecutive days of service for the same regular teacher in the same assignment, a Guest Teacher shall be paid at a daily rate of pay determined by dividing the number of contract days in the school year into the annual rate of pay that she/he would have been paid had she/he been in the regular teachers' bargaining unit. The Guest Teacher's placement on the salary schedule will be determined by the Guest Teacher's qualification for either BA, or MA (BA+60) columns of the salary table. The substitute teacher will always be placed on step one of the column.

Mileage

Guest Teachers authorized, in the course of their work, to drive personal automobiles from one school to another or for field trips to perform their duties, shall be paid the IRS rate for authorized automobile use. The rate is based on current IRS mileage guidelines. A mileage sheet (available online) must be filled out and submitted to the financial services department. Mileage sheets and submitted to the financial services department. Mileage sheets should be turned in quarterly.

Insurance Benefits

Depending on how many days are worked, Guest Teachers are eligible for the District's medical insurance program. Please refer to the Collective Bargaining Agreement regarding minimum requirements and rates.

INFORMATION SPECIFIC TO CLASSIFIED SUBSTITUTES

Who is responsible for keeping track of the hours and days a Classified Substitute works?

All hours **MUST** be recorded on a time sheet and initialed by the building secretary or supervisor. You **MUST** turn in a time sheet each month in order to be paid for the hours you are working.

It is recommended that you get a confirmation for each assignment you take. Sometimes this means that you must ask the building secretary to enter your absence in Absence Management. Although you are paid off your time sheet, there is a benefit to having all your assignments entered in Absence Management: HR runs the yearly report of days worked from AM, a confirmation number allows you to request paid sick time, and a confirmation number guarantees you that assignment.

- Remember that if you are on more than one Classified Sub list (Classified Educational Assistant sub list, Non-Instructional Substitute list, and/or the Nutrition Service Substitute list) (**ONLY IF YOU ARE ON MORE THAN ONE CLASSIFIED SUB LISTS**) then you will need to fill out a timesheet for each position. For example one with “Educational Assistant Substitute” as your position and the other with “Non-Instructional Substitute” as your position.
- Substitutes **MAY NOT** work overtime without prior authorization from the building administrator. If you accept more than one substitute assignment, or if you have a regular position and a sub position, you are responsible for making sure you work no more than 8 hours per day.
- On your time sheet you should record the hours that you are working, not the time frame.
 - For example if you are working 8-3pm with a 30 minute lunch, you should record 6.5 hours, not “8-3pm” on your time sheet.

You will be paid for the 16th-15th of the following month at the end of each month.

- For example work from January 16th through February 15th would be paid February 28th.

Important protocol after accepting an assignment

- If you accept an assignment after the start time or are anticipating being late to an assignment, always contact the building secretary to let them know you have accepted the job and may be late.
- Always report to the main office when you arrive at a school. Remember to sign in at the front desk and to sign out when you are leaving for the day.
- When you are in a school the building administrator is your supervisor. If you have any concerns they should be reported to the building administrator directly.
- You should wear your District badge at all times when on District property.
If you forget your badge ask the school office if they have a visitor badge you could use for the day.
- If you accept a job in ABSENCE MANAGEMENT (AM) and choose to withdraw yourself within 12 hours of the start time, you are then locked out from taking any other jobs in 4J for that day. This is a huge burden on the schools and you should not be withdrawing from one job in order to take another job at such late notice, unless you are sick and cannot work.
- If an assignment is cancelled within an hour of the start time then you are guaranteed work for the same duration of the assignment up to 4 hours.

Example: if you have an assignment from 8am-2pm scheduled and it is cancelled at 7:30am that same day then you are guaranteed 4 hours of work. You should report to the building secretary to see how you can help the school during this time. You must work these hours to be paid for these hours.

Duty-free lunch period and rest periods

Any substitute who works 5 hours or more shall be provided with a 30 minute (unpaid), duty-free lunch that is to be scheduled at the midpoint in the shift as nearly as possible. All substitutes are also entitled to a 15 minute rest break (paid) for every 4 hours worked to be scheduled, insofar as possible, in the middle of each work period.

Length of Work Period	Number of 15 minute (paid) Rest breaks required	Number of 30 minute (unpaid) Meal periods required
2 hours or less	0	0
2 hours, 1 min to 4 hours, 59min	1	0
5 hours to 6 hours	1	Optional(sub must replicate the schedule of the employee)
6 hours, 1 min to 10 hours	2	1

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The use of physical restraint and/or seclusion is only permitted as part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher, or other school employee as necessary when the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student’s behavior poses a threat of imminent, serious physical harm to themselves or to others.

Eugene School District 4J utilizes the Mandt System training program of physical restraints and seclusion. As required by State regulation, the selected program include: behavior support, prevention, de-escalation, and crisis response techniques.

What happens if there is a complaint against you?

If a staff member is unhappy with your performance as a substitute, she/he is encouraged to first contact the substitute to discuss the concerns and then, if warranted, to discuss their concerns with a building administrator.

If, in the opinion of the building administrator, the substitutes’ work performance is subject to question, then the administrator should make every reasonable effort to contact the substitute to discuss the issue. Building administrators may request that a substitute not return to work for a specific employee or in a specific building. Building Administrators must then notify the Human Resources Department, send a summary of the incident/concerns and a summary of their meeting with the substitute. They must also copy the substitute’s 4J email on their final communication with HR.

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a time when an assignment does not work out for the employee or for the site at which they are assigned. If a substitute is requested not to return to a class or building, this isolated act, in itself, is not necessarily an indication of general poor work performance. Unless a pattern develops involving multiple complaints, the substitute will be considered for other buildings and other substitute positions without restriction.

As with all employees of District 4J, Classified Substitutes are expected to follow district policies and state laws and regulations. If a violation is reported and substantiated, appropriate action will be taken.

If there are multiple episodes of administrator and staff requests that a Classified Substitute not return to a classroom and/or building, an investigation will be conducted by a Human Resources administrator. An investigation will also be conducted if it is reported to Human Resources that the substitute has violated district policy (ies). If the identified concerns are substantiated, appropriate action will be taken.

If a Classified Substitute wishes to get feedback related to concerns raised by a staff member and/or administrator about their job performance, they may:

1. Call the staff member.
2. Ask for a conference with the administrator.
3. Call Human Resources to schedule a meeting with a Human Resources Administrator.

Are there workshops or inservice opportunities available to Classified Substitutes?

Human Resource tries to provide one two hour training a year with a focus on Special Education Classrooms. The purpose of the training is to familiarize subs with what they can expect when they accept an assignment in a Special Education classroom and provide them with tools to be successful.

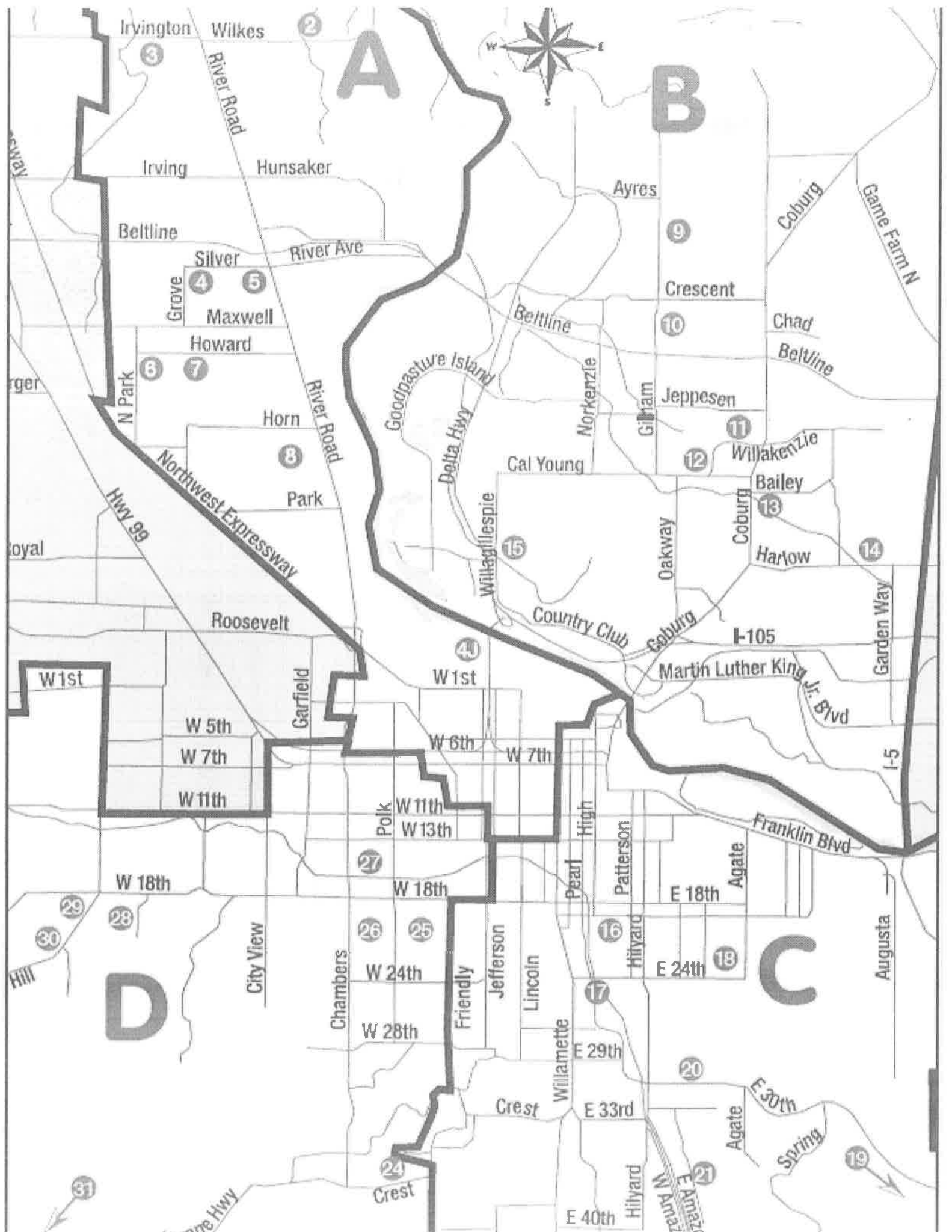
There is also a list of workshops on the District website if you are looking for training opportunities. If you scroll over the “Staff” tab at the top of the District website and click on “Workshops” you can view a list of upcoming trainings and enroll on that page. You will need to have your 4J email address already activated to register and these are not paid trainings.

How many days do I have to work to remain on the active substitute list?

In an effort to support the 4J students the District requires all 4J substitutes to work a minimum of 10 days each school year. If you do not work 10 days each school year you may be removed from the Classified Substitute list the following school year.

IMPORTANT INFORMATION SPECIFIC TO NON-INSTRUCTIONAL CLASSIFIED SUBSTITUTES

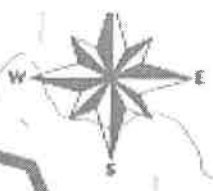
To efficiently help out a school’s office staff it is recommended you sign up for a Synergy account. This is our student attendance and information system. The Technology Department has information regarding signing up on their website at <http://www.4j.lane.edu/technology/is/synergy>. If you have any questions you could contact the Technology Help Desk at (541) 790-7777.



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Irving

Hunsaker

Ayres

Silver

River Ave

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Grove

Maxwell

Howard

Beltline

Crescent

N Park

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Horn

River Road

Goodpasture Island

Delta Hwy

Norkenzie

Gibram

Jeppesen

Willakenzie

Hwy 99

Northwest Expressway

Park

8

Cal Young

15

12

Bailey

11

Harlow

14

Roosevelt

Country Club

Oakway

13

Martin Luther King Jr. Blvd

I-105

Garden Way

4

W 1st

W 1st

W 5th

W 7th

W 11th

Garfield

W 6th

W 7th

Polk

27

W 11th

W 13th

Pearl High

Patterson

E 18th

Agate

W 18th

W 18th

29

28

26

25

W 24th

W 28th

Friendly

Jefferson

Lincoln

16

E 24th

18

C

30

City View

Hillyard

17

E 29th

20

D

Chambers

Crest

Willamette

E 33rd

Agate

E 30th

Spring

31

24

E Annapolis

21

19

District Administration

- 4J. 4J Education Center
200 N. Monroe St., Eugene, OR 97402
541-790-7700 / 4j.lane.edu

A. North Eugene Region

1. Awbrey Park Elementary School
158 Spring Creek Dr., Eugene, OR 97404
541-790-4050 / awbreypark.4j.lane.edu
2. Madison Middle School
875 Wilkes Dr., Eugene, OR 97404
541-790-4300 / madison.4j.lane.edu
3. Spring Creek Elementary School
560 Irvington Dr., Eugene, OR 97404
541-790-4870 / springcreek.4j.lane.edu
4. Corridor Elementary School*
250 Silver Lane, Eugene, OR 97404
541-790-4600 / corridor.4j.lane.edu
4. Yujin Gakuen Japanese Immersion Elementary School*
250 Silver Lane, Eugene, OR 97404
541-790-4606 / yujingakuen.4j.lane.edu
5. North Eugene High School
200 Silver Lane, Eugene, OR 97404
541-790-4500 / nehs.4j.lane.edu
6. Kelly Middle School
850 Howard Ave., Eugene, OR 97404
541-790-4740 / kelly.4j.lane.edu
7. Howard Elementary School
700 Howard Ave., Eugene, OR 97404
541-790-4900 / howard.4j.lane.edu
8. River Road/El Camino del Río
Elementary School
120 W. Hilliard Lane, Eugene, OR 97404
541-790-7200 / riverroad.4j.lane.edu

B. Sheldon Region

9. Gilham Elementary School
3307 Honeywood St., Eugene, OR 97408
541-790-6200 / gilham.4j.lane.edu
10. Cal Young Middle School
2555 Gilham Rd., Eugene, OR 97408
541-790-6400 / calyoung.4j.lane.edu
11. Sheldon High School
2455 Willakenzie Rd., Eugene, OR 97401
541-790-6600 / shs.4j.lane.edu
International High School at Sheldon*
541-790-6636 / ihs.4j.lane.edu
12. Buena Vista Spanish Immersion
Elementary School*
1500 Queens Way, Eugene, OR 97401
541-790-6500 / buenavista.4j.lane.edu
13. Monroe Middle School
2800 Bailey Lane, Eugene, OR 97401
541-790-6300 / monroe.4j.lane.edu
14. Holt Elementary School
770 Calvin St., Eugene, OR 97401
541-790-6100 / holt.4j.lane.edu
15. Willagillespie Elementary School
1125 Willagillespie Rd., Eugene, OR 97401
541-790-7100 / willagillespie.4j.lane.edu

C. South Eugene Region

16. South Eugene High School
400 E. 19th Ave., Eugene, OR 97401
541-790-8000 / www.sehs.4j.lane.edu
International High School at South*
541-790-8030 / ihs.4j.lane.edu
17. Roosevelt Middle School
500 E. 24th Ave., Eugene, OR 97405
541-790-8500 / roosevelt.4j.lane.edu
18. Edison Elementary School
1328 E. 22nd Ave., Eugene, OR 97403

541-790-8900 / *edison.4j.lane.edu*

19. Early College & Career Options (ECCO)*
4000 E. 30th Ave., Bldg. 10
Eugene, OR 97405
541-463-3930 / *ecco.4j.lane.edu*
20. Camas Ridge Community
Elementary School
1150 E. 29th Ave., Eugene, OR 97403
541-790-8800 / *camasridge.4j.lane.edu*
21. Charlemagne French Immersion
Elementary School*
3875 Kincaid St., Eugene, OR 97405
541-790-7080 / *charlemagne.4j.lane.edu*
22. Edgewood Community
Elementary School
577 E. 46th Ave., Eugene, OR 97405
541-790-8700 / *edgewood.4j.lane.edu*
23. Spencer Butte Middle School
500 E. 43rd Ave., Eugene, OR 97405
541-790-8300 / *spencerbutte.4j.lane.edu*
25. Adams Elementary School
950 W. 22nd Ave., Eugene, OR 97405
541-790-5000 / *adams.4j.lane.edu*

D. CHURCHILL Region

24. Chinese Language Immersion Elementary School*
1155 Crest Drive, Eugene, OR 97405
541-790-3700 / *4j.lane.edu/schools/Chinese*
24. Family School Elementary Level*
1155 Crest Dr., Eugene, OR 97405
541-790-3700 / *family.4j.lane.edu*
25. Adams Elementary School
950 W. 22nd Ave., Eugene, OR 97405
541-790-5000 / *adams.4j.lane.edu*

26. Arts & Technology Academy
1650 W. 22nd Ave., Eugene, OR 97405
541-790-5700 / ata.4j.lane.edu
27. Chávez Elementary School
1510 W. 14th Ave., Eugene, OR 97402
541-790-5300 / chavez.4j.lane.edu
28. McCornack Elementary School
1968 Brittany St., Eugene, OR 97405
541-790-5800 / mccornack.4j.lane.edu
29. Churchill High School
1850 Bailey Hill Rd., Eugene, OR 97405
541-790-5100 / chs.4j.lane.edu
International High School at Churchill*
541-790-5225 / ihs.4j.lane.edu
30. Kennedy Middle School
2200 Bailey Hill Rd., Eugene, OR 97405
541-790-5500 / kennedy.4j.lane.edu
31. Twin Oaks Elementary School
85916 Bailey Hill Rd., Eugene, OR 97405
541-790-3417 / twinoaks.4j.lane.edu

*denotes alternative program

Aesop QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the Aesop system
- Navigate the Aesop Web site
- Find and accept jobs online*
- Manage your schedule
- Cancel an assignment*
- Manage your availability
- Specify your call times
- Change your PIN
- Manage your personal information*
- Select preferred schools*
- Find and accept jobs over the phone
- Benefit from Aesop notifications*
- View user guides and training videos



* Indicates functions that might not be used by your school

Using Aesop Successfully

Proactively fill your schedule*

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.aesopeducation.com.

Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify preferred schools* and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Find out about available jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on the district's settings, substitutes can discover available jobs days, weeks, or even months in advance.

Aesop can alert substitutes to new jobs through both phone and e-mail* services. Substitutes can then choose to accept or reject the assignment.

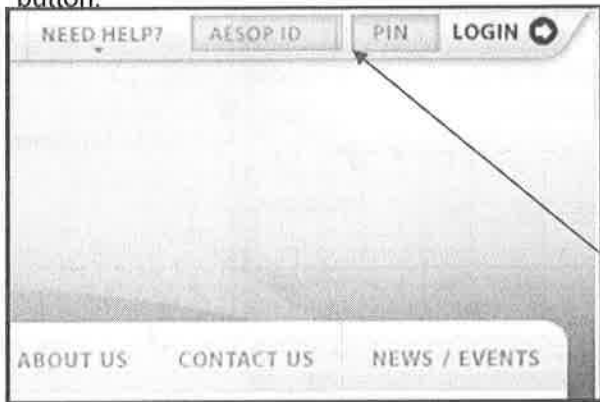


* Indicates functions that might not be used by your school

Online Services

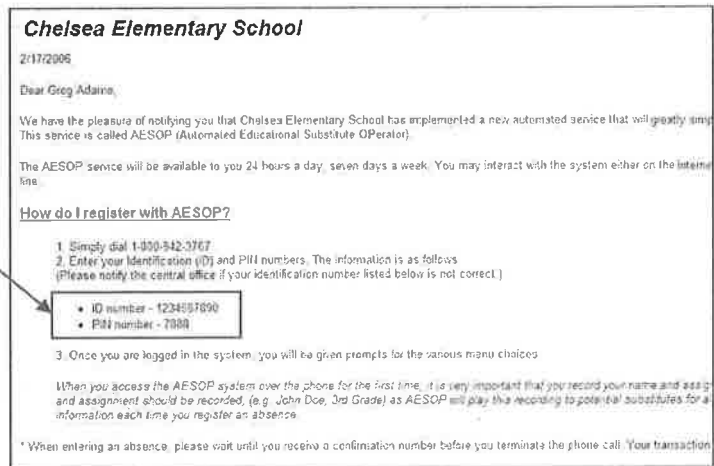
Log on to Aesop

In your Internet browser address bar enter **www.aesopeducation.com** and click the **Go** button.



Aesop Login Page

Enter your **ID** and **PIN** from the personalized welcome letter you received from the district.



Personalized Welcome Letter

Aesop User License Agreement

The first time you log into Aesop you will have to agree to the terms of use. Please read through the terms and click the "I Agree" button at the bottom of the page. You will not be able to access Aesop online without agreeing to these terms.



* Indicates functions that might not be used by your school

Home Page

The screenshot shows the Aesop Home Page interface. On the left, there is a navigation menu with the following items: Search for Jobs, View My Schedule, Add Non-Work Day, Leave Feedback, View Employees Feedback, Tell Aesop When To Call, Change Pin, View Personal Information, Preferred Schools, Manage District List, Quick Start User Guide, Basic Training Video, and Advanced Training Video. Below the menu is a 'Personal Information' section with fields for Email, Phone, Earliest Start Time, and Latest End Time. The main content area is titled 'Good Morning, Brown Derby' and includes a search bar, a message section with a Christmas greeting, and a table of 'Upcoming Assignments for the next 30 days'. The table has columns for CONF#, District, School, Employee, Title, Room, Location, Phone, Date, and Time. Below the table is a 'Questions' section with contact information for Joseph Cappellini.

Callouts on the right side of the screenshot point to the following sections:

- Absence Feedback*
- Message Section
- Upcoming Assignments
- Contact Information

Callouts on the left side of the screenshot point to the following sections:

- Interactive Calendar
- Action Menu
- Personal Information

* Indicates functions that might not be used by your school

Find and Accept Assignments Online

Search for Assignments*

1. Click the **Search for Jobs** tab in the action menu on your home page or just below your name to see a list of all available jobs.



2. Click the **Details** link to view more information on the assignment. For multiple day assignments, Aesop will list the employee's name once and then all dates.

Accept or Reject Assignments

3. Click **Accept Job** if you would like to accept the job or **Reject Job** if you do not want to accept the job. **If you reject the assignment, you will not be able to view it again later.** Click **Cancel** if you are not making a decision at this time to accept or reject the job.

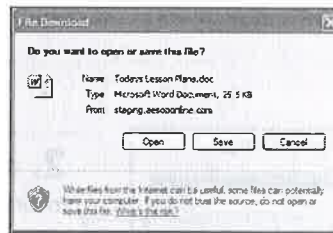
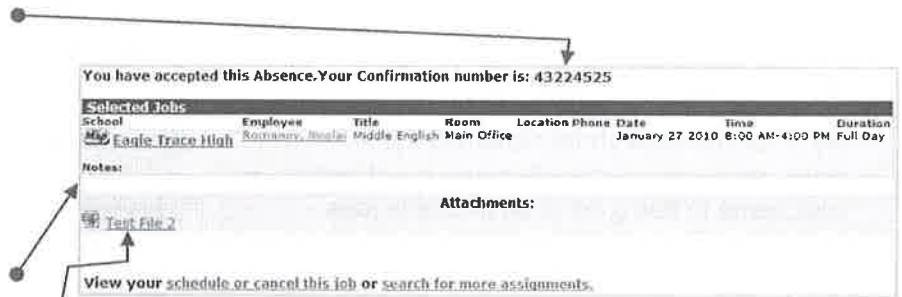


* Indicates functions that might not be used by your school

4. You will receive a **Confirmation Number** when you have successfully accepted an assignment. **You should bring this confirmation number with you to the school when you start the job.**

5. You can view any notes left by the employee or the district in the **Notes** section.

6. At this point, you can also access any attachments left for you by the district or the employee. Click on the attachment; in the File Download dialog box click **Open** or **Save**.



Your home page will automatically be updated with the newly-accepted assignment. The **Interactive Calendar** and the **Upcoming Assignments for the next 30 days** sections will reflect the new information.

Accepting a Job with Captcha*

Captcha is a code that has to be entered in before accepting an absence. Your district may be using this option to verify that a real person is accepting the assignment and not an auto accept program. All you need to do is first enter the code that appears on your screen then click "Accept Job"



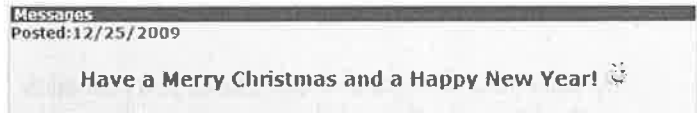
If you have trouble reading the code you can always choose another

* Indicates functions that might not be used by your school

Other Home Page Features

Messages

Any messages from the district office will appear in the **Messages** section.



Upcoming Assignments for the next 30 days								
CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	Map Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477178	Massanutten School District	Map Killy Court High School - No Nuts	Chelps, Michael	Svm Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	Map Killy Court High School - No Nuts	Norman, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM
43224525	Massanutten School District	Map Eagle Trace High	Romanov, Violet	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

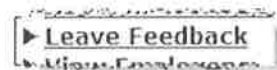
Upcoming Assignments for the next 30 days

Aesop will show you absences you have already accepted up to 30 days in advance. Aesop will also show you the name of the employee and school. A map icon indicates that directions to the school are available from MapQuest.com.* Clicking on the "map" icon will open your default web browser and display the school on a map.

Assignments requiring feedback*

Click the link in green next to your name or the "Leave Feedback" link in your action menu to write a review regarding the assignment.

1 Assignment is awaiting your feedback.



Questions

Questions
If you have questions about the rules or setup of the system contact School Secretary ext 10 at (555) 555-5555 or email: suboffice@yourdistrict.org.

If you have any questions regarding Aesop please contact the individual listed or e-mail the contact at your school district.

* Indicates functions that might not be used by your school

Manage my Schedule

Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu or you can choose a specific date on the **Interactive Calendar**.

Aesop displays two types of days on the calendar:

- **Non-Work Day** – days/hours you have indicated you are unable to work
- **Working** – jobs for which you are scheduled to work

Interactive Calendar						
January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	2	3	4	5	6

Use the calendar arrows to select different months

* Indicates functions that might not be used by your school

View My Schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a numbered day in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

The screenshot displays the software interface for viewing a schedule. It includes a weekly schedule grid, a 3-month calendar view, and a table of absences for January 2010.

Weekly Schedule: A grid showing assignments for Monday, Jan 4 through Friday, Jan 8. The grid is organized by time slots from 7:00 AM to 4:00 PM. Assignments are listed with CONF #, CORE #, and time ranges. For example, on Monday, Jan 4, there is a CONF # 1 assignment from 8:00 AM to 12:00 PM and a CORE # 1 assignment from 1:00 PM to 3:00 PM. On Friday, Jan 8, there is a Non-Work Day from 8:00 AM to 4:00 PM.

3-month calendar view: A vertical stack of three calendar grids for January 2010, February 2010, and March 2010. A bracket on the right side of these grids is labeled "3-month calendar view". A "Change Date" window is located at the top right, showing "January 2010" and a "Go" button.

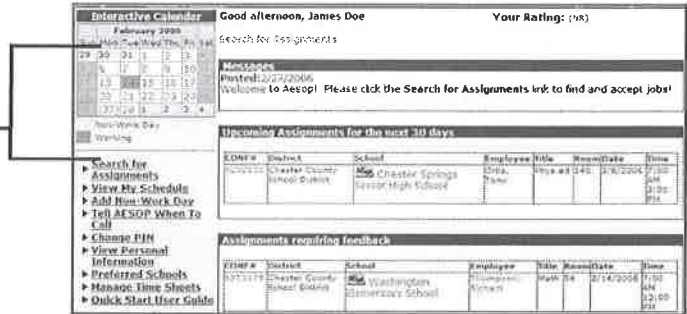
Absences scheduled for the current month: A table titled "Schedule for January 2010" with columns: CONF #, District, School, Employee, Title, Room, Location, Date, and Time. The table lists several absences for January 2010, including one for CONF # 1, District 1, School 1, Employee 1, Title 1, Room 1, Location 1, Date 1/4/2010, and Time 8:00 AM to 12:00 PM.

Annotations with arrows point to the "Weekly Schedule" grid, the "Absences scheduled for the current month" table, and the "3-month calendar view" grids.

* Indicates functions that might not be used by your school

Remove Myself from an Assignment*

First, view your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab on the home page. On the calendar, clicking on a numbered day will take you to that week's schedule. The current date will be shown in parentheses.

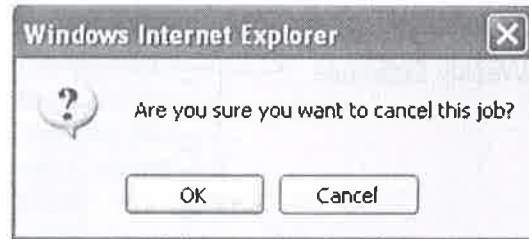


	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43468411 8:00 AM-12:00 PM Cancellation: [trash icon]	CONF#: 43477176 8:00 AM-3:30 PM Cancellation: [trash icon]	CONF#: 43477178 8:00 AM-12:00 PM Cancellation: [trash icon]		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM [trash icon]
9:00 AM					

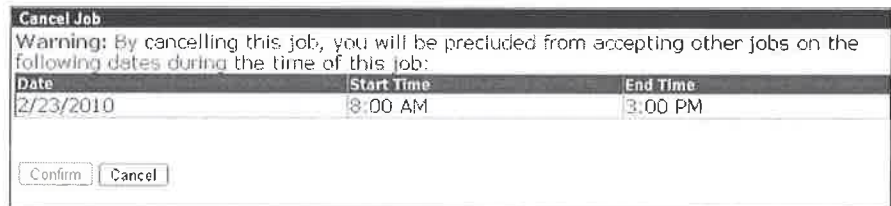
You can remove yourself from an accepted job or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

NOTE: If you remove yourself from a job, you will not be able to see it again!

A warning message will appear: "Are you sure you want to cancel this job?" Click **OK** to cancel.



Depending on your district settings you may also have to confirm a Warning like this



	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43468411 8:00 AM-12:00 PM Cancellation: [trash icon]	CONF#: 43477176 8:00 AM-3:30 PM Cancellation: [trash icon]			Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM [trash icon]
9:00 AM					

The canceled assignment no longer appears on your calendar or list of assignments.


* Indicates functions that might not be used by your school

Add Non-Work Day

Click the **Add Non-Work Day** link on your action menu to indicate days or portions of days that you are unavailable to work.


For a single non-work day, select the date you will be unable to work. Enter a description if desired.

Adjust the **Start Time** and **End Time** if you will be unavailable for only a portion of the day.

 **NOTE:** Leave all of the fields in the "Repeat Event" area of this page blank if you are entering a Non-Work Day for a single day.

You can use the **Repeat Event** feature if you have a recurring unavailability status.

1. Select the date for your first non-work day.
2. Fill in the Start and End Times.
3. Select the date for your last non-work day.
4. Check the box for the day(s) of the week that you will not be between your first and last non-work days. Select "All Week" to mark everyday in this date range as a Non-Work Day.
5. Click **Save** to save your information, **Save and Add Another** to save your changes and create another non-work day, or **Cancel** if you do not wish to save the information.

 **NOTE:** You can still be called by Aesop on Non-Work days for available jobs in the future or notifications of removal from a future absence.

* Indicates functions that might not be used by your school

Deleting a Non-Work Day

You are able to delete any Non-Work day that has not already started.

To delete a single Non-Work day, find the Non-Work day on your Interactive Calendar and click on it. You will be brought to the weekly view for that week. Click on the single trash can icon for that day to delete that single day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					
10:00 AM					

You are now available to work this day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM		Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					

To delete an entire repeating Non-Work day, click on the trash can with the arrows pointing away from it. This will delete the selected Non-Work day as well as all other Non-Work days that were created at the same time.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM		Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					

You are now available to work on every Non-Work day that was deleted.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM					
9:00 AM					

* Indicates functions that might not be used by your school

System Generated Non-Work Day *

Some districts have opted to not allow a sub to cancel a job too close to the start time and then accept another job on the same day.

When this is the case if you cancel a job too close to the job's start time Aesop will automatically generate a Non Work Day. This will prevent you from accepting other jobs for an amount of time.

This Non-Work Day cannot be deleted

Add Non-Work Day					
	Monday, Feb 22	Tuesday, Feb 23	Wednesday, Feb 24	Thursday, Feb 25	Friday, Feb 26
7:00 AM					
8:00 AM		Non-Work Day: System Generated 8:00 AM-3:00 PM			
9:00 AM					
10:00 AM					

Aesop will give you a warning when you cancel an absence detailing when you will not be able to accept other jobs

Cancel Job		
Warning: By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:		
Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>		

* Indicates functions that might not be used by your school

Tell Aesop When to Call

Select **Tell Aesop When to Call** on the home page to ask Aesop not to call during certain hours of the day or an entire day. These restrictions will repeat every week until you change or remove the restriction.

Define Call Times

Call Times

Your District has defined available call times:

Morning: 5:30 AM - 10:00 AM
Evening: 4:00 PM - 11:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

Next Cancel

Specify Call Times

Start Time
08 AM : 00

End Time
04 PM : 00

Select a day(s)

Sun Mon Tue Wed Thu Fri Sat

Apply Changes Cancel

Select **Specify call times** and enter the start and end times for when you would like to receive calls. Then select the day(s) of the week for this time range.

Apply changes to save or click **Cancel** to return to the home page. The setting you created will repeat until changed.

Your new call time will appear on the schedule. If you wish to delete this time, click on the trash can next to the time.

Define Call Times

Call Times

Your District has defined available call times:

Morning: 5:30 AM - 3:30 PM
Evening: 6:00 PM - 10:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Call Anytime	8:00 AM - 4:00 PM	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

Next Cancel

To create another call time, select **Specify call times** again and repeat the process.

Specify No Call Days

Select a day(s)

Sun Mon Tue Wed Thu Fri Sat

Apply Changes Cancel

Select **Specify No Call Days** to choose days when you do not want Aesop to call you.

Select **I Prefer not to be called by Aesop** if you wish never to be called.

* Indicates functions that might not be used by your school


Change PIN

You can change your PIN at any time. The PIN is used both on the Web site and the phone system.

View Personal Information

Review the demographic information the district has on file for you.

*You can change the information by clicking the **Edit Info** link.

 **NOTE:** You will only be allowed to edit the information the district allows you to edit. If you need to edit any information that you are unable to edit on this page, please contact your district's Aesop Administrator.

* Indicates functions that might not be used by your school

Preferred Schools*

You can choose the school(s) where you are willing or unwilling to work. Click **Preferred Schools** on the action menu of your home page.

First, determine how you want Aesop to use this list. In the header, you can choose to tell Aesop that you're creating a list of schools where you **DO** want to go or a list of schools where you **DON'T** want to go.

Preferred Schools Header

Then click **Apply Changes**.

By default, your list will be marked "Do not show me..." with no schools listed below. This enables you to be available to work at EVERY school in the district. If you do not want to restrict the schools you are available for, do not touch these settings!

If you would like to create a list of schools you do or do not want to work at (as selected in the header of this setting), click the **Add Schools** link.

Select	School	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	Appleton Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Chelcea Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cherry Hill Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chester County Elementary Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chester County Middle Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

School Selection

Check the box under the "Selected" column next to the school(s) you wish to select.

Uncheck the days you do not wish this to apply (if necessary).

Click **Apply Changes** to save.

Click **View Current Schools** to view your list of preferred schools.

Choose Your Header Wisely

Remember, Aesop will use the schools on this list according to the way you set up the header from the first step above. For example, if the list contains one school, then that school is either 1) the only school where you **will** go, or 2) the only school where you **won't** go, depending on which option you selected in the header.

* Indicates functions that might not be used by your school

Absence Feedback*

Click to enter Feedback

Click to View Feedback from an Employee*

The screenshot shows the Aesop system interface. At the top left is an 'Interactive Calendar' for December 2009. Below it is a navigation menu with options like 'Search for Jobs', 'View My Schedule', 'Add Non-Work Day', 'Leave Feedback', 'View Employees Feedback', 'Tell Aesop When To Call', 'Change Pin', 'View Personal Information', 'Preferred Schools', 'Manage District List', 'Quick Start User Guide', 'Basic Training Video', and 'Advanced Training'. The main content area shows a message: 'Good afternoon, Brown Derby' and '1 Assignment is awaiting your feedback.' Below the message is a section titled 'Upcoming Assignments for the next 30 days' with a table of assignments.

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Map: Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Map: Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43224525	Massanutten School District	Map: Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

Jobs awaiting your Feedback

CONF#	Replacing/Filled	School	Start Date	End Date	
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009	Leave Feedback

Click here to leave feedback for this assignment. **The employee you subbed for may or may not be allowed to view your ratings and comments depending on district settings for this feature.**

* Indicates functions that might not be used by your school

Feedback about Substitute Experience

CONF#	Replacing/Filled	School	Start Date	End Date
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009

Select an overall score that represents how you would rate the experience you had in this position.

★★★★★ (Outstanding)
 ★★★★☆ (Above average)
 ★★★☆☆ (Average)
 ★★☆☆☆ (Below Average)
 ★☆☆☆☆ (Poor)

Please Answer the following questions:
(Questions marked with an * are required)

Did you eat all of the candy off of my desk?

Notes regarding lesson plans

I also taught

Messages for the permanent teacher

Notes regarding behavior

Students who were absent

Terrific helpers

Did you fill out your incidence report?

Rate your experience in the assignment

Answer questions regarding the assignment

Substitute Experience Survey

You can rate your experience (1-5 stars) and give details by answering a series of questions. These questions may have been customized for the position you filled in for in this instance (i.e. questions for "teachers", questions for "paras", etc.).

Feedback about Substitute Experience

CONF#	Replacing/Filled	School	Start Date	End Date
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009

Select an overall score that represents how you would rate the experience you had in this position.

★★★★★ (Outstanding)
 ★★★★☆ (Above average)
 ★★★☆☆ (Average)
 ★★☆☆☆ (Below Average)
 ★☆☆☆☆ (Poor)

Please Answer the following questions:
(Questions marked with an * are required)

Did you eat all of the candy off of my desk?

Notes regarding lesson plans

I also taught

Messages for the permanent teacher

Notes regarding behavior

Students who were absent

Terrific helpers

Did you fill out your incidence report?

Click Save when finished

* Indicates functions that might not be used by your school

Good afternoon, Brown Derby 1 Assignment is awaiting your feedback.

Interactive Calendar
 December 2009
 Sun Mon Tue Wed Thu Fri Sat
 29 30 1 2 3 4
 7 8 9 10 11
 14 15 16 17
 21 22 23 24 25
 28 (29) 30 31 1 2

Non-Work Day
 Work Day

- ▶ Search for Jobs
- ▶ View My Schedule
- ▶ Add Non-Work Day
- ▶ Leave Feedback
- ▶ View Employees Feedback
- ▶ Tell Aesop When To Call
- ▶ Change Pin
- ▶ View Personal Information
- ▶ Preferred Schools
- ▶ Manage District List
- ▶ Quick Start User Guide
- ▶ Basic Training Video
- ▶ Advanced Training

Search for Jobs

Messages
 Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year!

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location	Phone	Date	Time
43466411	Massanutten School District	Map Killy Court High School - No Nuts	Francis, Brad	Music	Main Office			1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Map Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office			1/5/2010	8:00 AM 3:30 PM
43224525	Massanutten School District	Map Eagle Trace High	Romanov, Wesley	Middle English	Main Office			1/27/2010	8:00 AM 4:00 PM

Click "View Employees' Feedback" to see a list of assignments where feedback has been left for you.

Feedback about your Performance

CONF#	Replacing/Filled	School	Start Date	End Date	Rating	
39841705	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009	☆☆☆☆	Review Feedback

Click "Review Feedback" to view the feedback left by the employee you subbed for in this assignment.

Feedback about Substitute Performance

CONF#	Substitute	Replacing/Filled	School	Start Date	End Date
39841705	Brown Derby	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009

Rating: ☆☆☆☆

Was all classroom work collected?

Was the room left as neat and clean as it was found?

Was classroom work explained satisfactorily?

Did students report that they were treated fairly and consistently?

Were any disciplinary issues reported?

General Notes/Comments

If we had a staring contest, who would win?

* Indicates functions that might not be used by your school

Phone Services

Answering an Aesop call

When Aesop calls, your Caller ID will probably show 1-800-942-3767. Occasionally, it may display a school district name, depending on how the phone company handles the 800 number. The important factor is the number. If the phone number is Aesop's 1-800 number, it is a call about a job in a district you work in.

Answer the phone with a "hello." You must speak into the phone. Aesop is voice activated and will hang up if it does not detect your response.

If you hang up on Aesop, or if Aesop gets your answering machine/voice mail, the system will wait at least an hour before calling you back.

Listening to the notifications and available assignments

After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press **1**. To prevent further calls today, please press **2**. If the substitute that I'm trying to reach is unavailable, please press **3**. To prevent Aesop from ever calling you again, please press **9**."

Press the appropriate key in response, in this case, press 1 to hear about the job(s).

Aesop will then say: "I'm calling on behalf of (school district), for an assignment at (school). Please enter your PIN Number, followed by the # key.

After you enter your PIN and press the # key, Aesop will play any Substitute Notifications, such as canceled absences and changed start or end times.

For each available assignment, Aesop will provide the details, including the number of days of the assignment, the school name, the name and title of the absent teacher, the start and end times and the room or office to report to.

Responding to the offer

After you have heard the details of the assignment, you will be prompted to choose **1** to accept the job, **2** to hear it again, **3** to reject it but allow further phone calls, or **4** to reject the job and prevent more calls that day.

If you accept the job and no other substitute has accepted the job in the meantime, Aesop will read the Confirmation Number. If you reject a job, Aesop will still call you back, even within 15 minutes, if other jobs need to be filled.

* Indicates functions that might not be used by your school



NOTE: Aesop will not leave details of jobs or notifications it was calling you about on an answering machine/voicemail. If you miss a call, you can always call right back into Aesop and hear that same information if it is still available at the time you call back in.

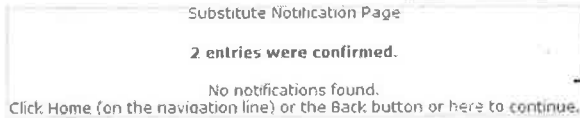
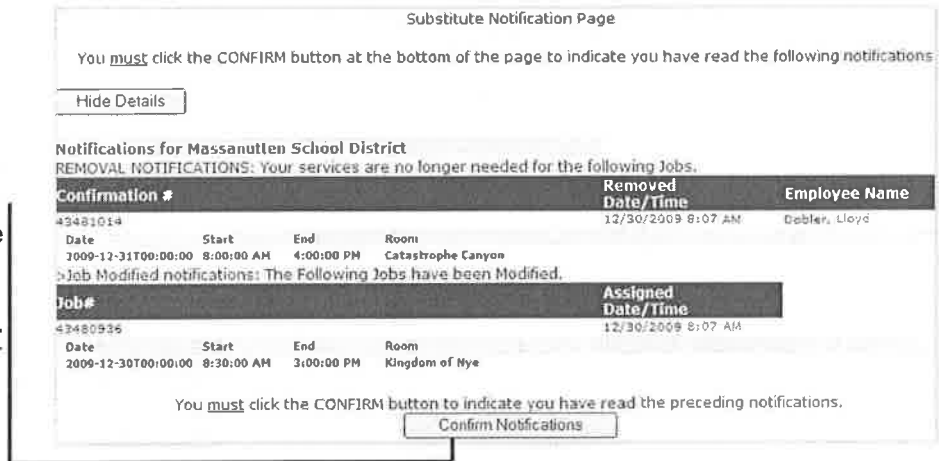
Receiving Notifications

You may receive notifications by phone, web and/or e-mail for the following:

- A single-day absence is canceled or modified
- Any or All days of a multiple-day absence are canceled
- The times of any day in an absence is modified
- You are completely removed from a job
- You are assigned to a job

Web Notification*

Notifications for all of the above reasons will appear on your home page when you login to Aesop. You will need to click the **Confirm Notifications** button to confirm you have read the notice before you can do anything else within the site. **Web notifications will be posted for all of the reasons listed above.**



Aesop will show you a confirmation page indicating you have successfully confirmed the Web notification.

E-mail Notification*

If Aesop has your e-mail address on file, you may receive notifications through e-mail.

Email notifications are sent for all of the reasons listed above



Phone Notification*

Aesop can call you when you are completely removed from an absence. These calls are typically placed in the evening up to 2 nights in advance, but these calls can take place in the morning if you are removed from an absence that starts that same morning. **Phone notifications are ONLY placed when you are completely removed from an absence. Phone notifications are not made if the job is modified.**

* Indicates functions that might not be used by your school

NOTE: No phone notifications are sent if a day is "closed" within a multiple-day absence (even if it's the first day). This most commonly happens when school is closed due to weather (i.e. Snow Day). If school could possibly be closed due to weather, it is **your responsibility** to check your local news sources for information on whether or not you should report for your job that day. Aesop will not necessarily be up-to-date with this crucial information.

User Guides and Training Videos


QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).

[Web Guide](#) (Revised March 2009)

- **Phone Guides**
 - [English](#) (Revised January 2007)
 - [French \(NEW\)](#) (Revised November 2009)
 - [Spanish \(NEW\)](#) (Revised November 2009)

Adobe Acrobat reader is required to view the manual.



Basic Training Video

Watch a short video to help you get started with Aesop.

Advanced Training Video

This video walks you through many of the basic functions of Aesop covered in the QuickStart Guide.



* Indicates functions that might not be used by your school