



# **SUBSTITUTE TEACHER HANDBOOK**

Our vision for our students is that they will graduate with the knowledge, skills, and personal characteristics to be lifelong learners and independent thinkers.

**ALACHUA COUNTY PUBLIC SCHOOLS (ACPS) is committed to the success of every student**

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## IMPORTANT INFORMATION

### FRONTLINE (Formerly AESOP)

Phone #	1-800-942-3767
Website	<a href="http://www.aesopeducation.com">www.aesopeducation.com</a>

### PAYROLL

Phone #	352.955.7660
Fax #	352.955.7797
Address	620 East University Avenue Gainesville, Florida 32601 Attn: Payroll Department

### INSTRUCTIONAL STAFFING

Website	<a href="http://www.sbac.edu">www.sbac.edu</a>
Phone #	352.955.7727
Address	620 East University Avenue Gainesville, Florida 32601 Attn: Human Resources

### CERTIFICATION

Website	<a href="http://www.fldoe.org/edcert">www.fldoe.org/edcert</a> <a href="http://www.fldoe.org/edcert/apply.asp">www.fldoe.org/edcert/apply.asp</a> (Dept. of Education – Certification application information)
Phone #	352.955.7721
Address	620 East University Avenue Gainesville, Florida 32601 Attn: Human Resources

### INFORMATION RESOURCES

Phone #	352.955.7300
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### ALACHUA COUNTY PUBLIC SCHOOLS

Website	<a href="http://www.sbac.edu">www.sbac.edu</a>
Phone #	352.955.7300
Address	620 East University Avenue Gainesville, Florida 32601

# Popular Substitute Questions

## Why am I not seeing any jobs?

Jobs may not show up as "available" for a number of reasons, and you can check on a few things to identify the cause. First, make sure you do not limit yourself in your "Schools" preferences. If you still do not see anything, you can contact your district's administrator to make sure you have the correct setup. If you see jobs but are not receiving phone calls, check to make sure you have your call times set to allow for maximum job offers.

## How can I better my chances of getting jobs?

You can optimize job opportunities by following a few easy steps. Search for jobs via the application at [www.aesonline.com](http://www.aesonline.com), call the system at 1-800-942-3767, or utilize a notification application like Jobulator. Each of these methods generally allows you to find available jobs much further in advance than you would if you waited for a phone call!

## What is Jobulator, and how do I get it?

Jobulator is a subscription service from the makers of your absence and substitute management system that continuously and automatically checks for any available job offers through the system. Notifications can come to your computer desktop or even straight to your smartphone. To learn more about pricing and how to purchase Jobulator, please visit [Jobulator.com](http://Jobulator.com).

## What do I do if I miss a call from the absence management system?

If you missed that phone call, you can always call back, toll-free, at **1-800-942-3767** to hear a list of current and available jobs. You can also log-in online to view those same jobs. You'll want to act quickly, though. The system may have already called the next substitute in line with that job offer.

## How do I choose my preferred schools?

You can define which locations you want to see jobs for and those you want to avoid. Access your "Schools" list within your Preferences to specify this setup. Here, you can click the checkbox beside the locations where you wish to see available jobs and the locations you wish to ignore. For help setting up that list, you can reference the Preferred Schools article. If you are unable to create that list, please check with your district about its school preference policy.

## How can I view and manage my scheduled jobs?

Click the **Scheduled Jobs** tab on your home page. Once selected, the system lists your scheduled jobs and the details for each. The information includes the name and title of the employee, the time of the absence, the duration, the job location, and your confirmation number. Based on permissions, you may have the option to email the employee and view attachments/notes. If necessary, you can also cancel a job from this tab. For more information, [click here!](#)

## As a new substitute, where should I start?

Once you access your application, you can begin to set up your system preferences and find available jobs! Reference this QuickStart Guide to learn about searching for available jobs and accessing absence management on the phone. You can also review the Getting Started page to learn more about choosing your system preferences. These options allow you to define your preferred schools, call times, and non-work days

## Substitute QuickStart Guide



Sign In

ID:

Pin:

Login

Pin Reminder

Login Problems

## Absence and Substitute Management

### LOGGING IN ON THE WEB

To log into the absence management system, type [signin.frontlineeducation.com](http://signin.frontlineeducation.com) in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

The Sign In page will appear. Enter your ID and PIN and click **Login**.

### CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

### SEARCHING FOR AVAILABLE JOBS

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



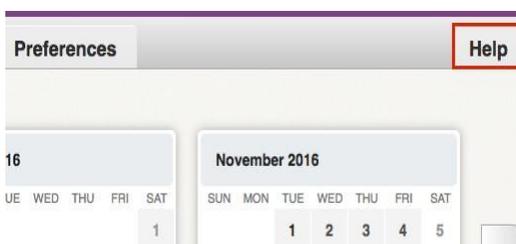
The screenshot shows a calendar interface with three tabs: "Available Jobs" (3), "Scheduled Jobs" (1), and "Past Jobs" (0). A red arrow points to the "Available Jobs" tab. Below the tabs, a table lists available jobs. The first job is for "Fox, Tim" at "High School Science" on "Tue, 7/15/2014" from "8:00 AM - 3:00 PM" for a "Full Day" at "Coal Hill School". A circular callout shows "Reject" and "Accept" buttons next to a job entry.

Date	Time	Duration	Location
Fox, Tim	High School Science		
Tue, 7/15/2014	8:00 AM - 3:00 PM	Full Day	Coal Hill School

To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

### TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Learning Center to search a knowledge base of help and training materials.



The screenshot shows the "Preferences" tab with a "Help" button highlighted in a red box. Below the tabs, a calendar for "November 2016" is visible, showing dates 1 through 5.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over 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 start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling 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). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

**DISTRICT OVERVIEW**

Alachua County Public Schools, consistently rated a high-performing district by the Florida Department of Education.

- 42 schools - estimated 27,000 students enrolled in grades PreK-12.

Elementary Schools	_____	22
Middle Schools	_____	9
High Schools	_____	7
Center Schools	_____	4

- The District employs approximately 2000 teachers.
- The average number of teacher absences per day is 52. High absence days are Mondays and Fridays.

## When Can I Begin

- ❖ After your information has been entered into The Frontline Absence & Time solution system, you will receive a welcome letter via email which contains your login and instructions on accessing the system.
- ❖ You will be able to log on to AESOP and begin looking for substitute teaching jobs within three (3) days of completing an application, attending a New Substitute Teacher Orientation and Training, assuming there are no complications with forms, background checks, and application. If you have applied to be an ACPS substitute teacher and you are unable to log on to AESOP after one business week, please feel free to call the Human Resources Department at 352.955.7727.
- ❖ You can search for and accept available jobs, change personal settings, update your calendar, personalize your available call times by visiting the Frontline website at [www.aesoponline.com](http://www.aesoponline.com).
- ❖ You may contact the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767.
- ❖ The automated system will also make phone calls to substitutes to offer jobs. The phone number we have on record for you is the phone number that will be called by the Frontline system.

## Marketing Yourself

- Market yourself to the schools where you want to substitute teach. Be willing to work at all schools, particularly high-needs schools.
- Dress professional
- Visit the school during non-peak times (i.e. do not go when the students are arriving or being dismissed).
- Go to the school's front office and introduce yourself.

## Reporting For an Assignment

- ❖ **Be on Time!**
- ❖ Each school has a designated staff member who will assist you with information about your assignment and the school.
- ❖ Report to the school's Administrative Office at least 15 minutes prior to the start time of your assignment.
- ❖ Check-in with the AESOP Coordinator for pertinent school information. The coordinator will have information regarding the school's policies and regulations, emergency procedures, bell schedules, etc.
- ❖ Remember to bring your Substitute ID. Each school has a security system that requires you to provide identification.
- ❖ Keys for the teacher classroom will be issued by the coordinator. If you need to leave campus for any reason (emergency), you will be required to sign in/out.
- ❖ You must dress professionally and comfortably (i.e. business casual).

## **Substitute Teacher Accountabilities**

- You must follow the lesson plans provided by the teacher. **This will assure continuity of instruction for the students.**
- Perform other duties as assigned by the principal. (i.e. cover classes during the teacher's planning period.)
- Report to school on-time and be prepared to work the assigned hours. Schools run on a very tight schedule; therefore tardiness may result in loss of job assignment. If an emergency arises, cancel the job assignment in Frontline immediately and contact the school. Remember when you accept a job we expect you to carry out the obligation and commitment and therefore you only cancel jobs in case of an emergency or illness. The coordinator has the right to cancel you from a job and get another substitute if you are late **30 minutes or more**. The system will record that you were a "no show" for the job in your profile. The district will then have the option to request that you no longer substitute. You are paid based upon the hours worked, not the number of classes taught. Substitutes who constantly decline jobs or system receives a "no answer" may be removed from the substitute list by the district.
- If you do not cancel yourself from the assignment, the system will not call another substitute to accept that assignment. Then, the classroom will be left without a substitute teacher and the school site will have to make arrangements with teachers at the site to help cover the job.
- If you are going to cancel an assignment, you must do so at least 24 hours in advance. Otherwise the system will automatically schedule you for a "Non-Work Day" and you will not be able to accept any jobs that day.
- Once an assignment has been accepted, the system will not call you to offer you another assignment for that current day. The system will call you if there is availability for upcoming assignments.

## **Substitute Teacher Accountabilities cont'd**

- Under the tab “Non-Work Day” in the middle of the homepage, you will have the ability to set your weekly schedule. You can exempt a single day, a recurring day or week/s at a time. The system will continue to call you and offer you positions if this schedule is not set up.
- District policy specifies that the substitute teacher who has the job number assigned to them by the system is the substitute entitled to the job. Contact the school if a problem with your assigned job occurs.
- You must stay on campus during the entire assignment, including your lunch period.
- It is your responsibility to ensure the students safety. **NEVER LEAVE STUDENTS UNSUPERVISED.** If an emergency occurs, the principal or principal’s designee must be notified to provide temporary supervision.
- Notify the office of any accidents or student illnesses. You may be required to complete an incident report. It is imperative that complete and accurate information be included. Notify the office immediately if an injury occurs.
- Keep student attendance records. Look for a seating chart provided by the teacher.

## **Basic Rules of Conduct**

- ❖ Review the Code of Student Conduct on the Alachua County Public Schools website.
- ❖ Use verbal praise and positive reinforcement.
- ❖ Handle routine disciplinary problems. If problems escalate, contact the school administration.
- ❖ Keep the classroom door open when speaking with a student.
- ❖ Respect students’ differences. Remarks you may think are humorous may in fact be considered cultural bias or harassment.
- ❖ Treat students, parents & co-workers with dignity & respect.
- ❖ Refer students to the appropriate personnel for counseling.
- ❖ Get to know and use your instructional aide, if present
- ❖ Arrive early before the students
- ❖ Locate the faculty restrooms and teacher’s lounge.

**Use professional judgment and common sense.**

## **Do Not.....**

- DO NOT give students food or candy.

- DO NOT discuss your personal relationships or situations with students.
- DO NOT transport students in your personal vehicle.
- DO NOT get involved in personal discussions.
- DO NOT allow students to leave during the school day without administrative permission.
- DO NOT administer medications to students.
- DO NOT throw things at students.
- DO NOT use belittling or foul language to discipline students.
- DO NOT yell at the class or an individual student.
- DO NOT lose control. Take a minute to calm down. Ask for help, if needed.
- DO NOT use the computer in the classroom for personal use.
- DO NOT use cell phone while you are on campus. Use during lunch break.
- DO NOT leave classroom unattended.
- DO NOT follow your own lesson plans. Follow the lesson plans left by the teacher or administrator.
- DO NOT allow any unauthorized individual into any school. Visitors must check in at the front office and wear the appropriate identification to be on campus.
- DO NOT take home the classroom key.
- DO NOT sleep while on duty in the classroom.
- DO NOT solicit students for private enterprises (i.e., if you have a tutoring business).
- DO NOT work on private business during the school day.
- DO NOT threaten, intimidate, or use profanity with other employees on District property, at any time.
- DO NOT remove or borrow District property with proper permission.
- DO NOT act in a manner that interferes with or disrupts the work environment, morale, or teamwork.

**CORPORAL PUNISHMENT IS NOT ALLOWED.**



### **Classroom Behavior/Management Tip**

- Read through the lesson plans left by the permanent teacher. If no lesson plans are left in the classroom, contact the Front Office or seek out the Team Leader for assistance.
- **Be organized.** Locate necessary materials for the day's lesson.

- Greet Students as they walk in the classroom.
- Maintain a positive, but realistic vision of students behaving successfully.
- **Walk around the room.**
- Remember that you are the leader and in control.
- Set rules early and clearly.
- Be consistent and fair.
- Let students know what you expect from them AND what they can expect from you.
- **Be aware of what is happening in the classroom.**
- Identify and redirect inappropriate student behavior.
- Do not argue with students

Positive feedback and interaction with students will also minimize behavioral disruptions in the classroom. Use the following phrases to recognize and encourage good behavior, as well as to show interest in what the students are doing and their progress. Try to use different phrases to avoid sounding practiced and insincere.

Good Work!	That's clever.	Thank you!	Exactly right!
Cool!	You're really improving	Congratulations!	Awesome!
Fantastic effort!	Excellent effort.	I knew you could do it!	Wonderful!
You've got that down pat	Way to go!	You're doing fine.	Good Job!
You are learning fast.	Great!	Keep up the good work!	You've just about got it.
Good Thinking.	Much better!	Excellent Teamwork!	Sensational!
That's a good point	Give yourself a hand	That's a real work of art.	Excellent point!

## Checking Out After an Assignment

- ✓ Leave a *Summary Report* for the teacher. Leave a written report explaining what happened in the classroom during his/her absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (*positive/negative*), and any other information the teacher will find helpful.
- ✓ Leave all assignments collected for the teacher.
- ✓ Leave the classroom orderly and clean.
- ✓ Return to the Administrative Office to check out.
- ✓ Return classroom key to AESOP coordinator.
- ✓ **Be sure to keep a copy of your time card. This will be your official record of your time worked.**



## Salary Schedule

2017-2018						
<b>ALACHUA COUNTY PUBLIC SCHOOLS</b>						
Hourly Employees						
(9T, 9S-Substitute Teacher and Other Substitutes)						
<b>Extended School Year Programs Included</b>						
Turn in sub forms on a daily basis.						
For		Due In Payroll ARE: subforms		Time	Time	

## **Payroll Information**

- Hours are submitted by periods listed on the payroll calendar.
- Pay checks are issued on a semi-monthly schedule.
- Pay is directly deposited into your bank account and your pay stub is accessible on Employee On-line.
- If you have questions, contact the appropriate school.

- If hours are missing on your paycheck, please follow up with the school first. The school submits your hours to the Payroll Department.

## Daily Rate

Type of Substitute	Requirements	Hourly	Daily <small>7.0 hour Days</small>
Daily Substitute	Associate Degree/60 college credit hours	\$8.85	\$62.00
Daily Substitute	Bachelors or Higher Degree	\$10.85	\$76.00
Daily Substitute	Retired FRS Teachers	\$12.14	\$85.00

## Other Employment Opportunities

- If you are interested in salaried or part time positions, access the District’s Vacancy Listing. Non-Instructional and Instructional positions are available. The listings are available on [www.sbac.edu](http://www.sbac.edu).
- **Full-time Instructional/Teaching positions**
  - Alachua County is always looking for highly qualified teachers in most subject areas. If you are seeking a full-time teaching position, log into your account and apply.



### INTRODUCTION

Thank you for serving as a substitute teacher with the Alachua County Public Schools. This handbook will explain our procedures, assist you in becoming a successful substitute, and answer some of the questions you may have about substituting in our district. We want your time with Alachua County to be beneficial for the students and rewarding for you.

We want your experiences to be professionally fulfilling and educationally profitable to our students. We need strong substitutes who will take on the responsibility to ensure the educational process is not interrupted when the regular teacher is absent.

This handbook is a brief explanation of our District Policies and Procedures related to employment as a substitute teacher. It will also help you to understand many of your responsibilities and help you locate resources that are available to you.

Substitute teachers are requested on an as-needed basis during the school year. The Human Resources Office will process the approval of substitutes. Please feel free to ask for help when you need it. School administrators, faculty and staff, will assist you and answer any questions you may have.

Thank you for your time, and enthusiasm required to work in an exciting environment where we are committed to the success of every student.

Important Phone Numbers	
AESOP System.....	1.800.942.3767
Substitute Teacher Services Office.....	352.955.7724
Payroll Department.....	352.955.7660
District Administrative Office.....	352.955.7727

The Alachua County Public Schools District does not discriminate on the basis of race, color, religion, national origin, gender, age, disability (Section 504/ADA) sexual orientation, gender identity or marital status genetics or legally-protected characteristics in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for addition information regarding discrimination or harassment may be sent to:

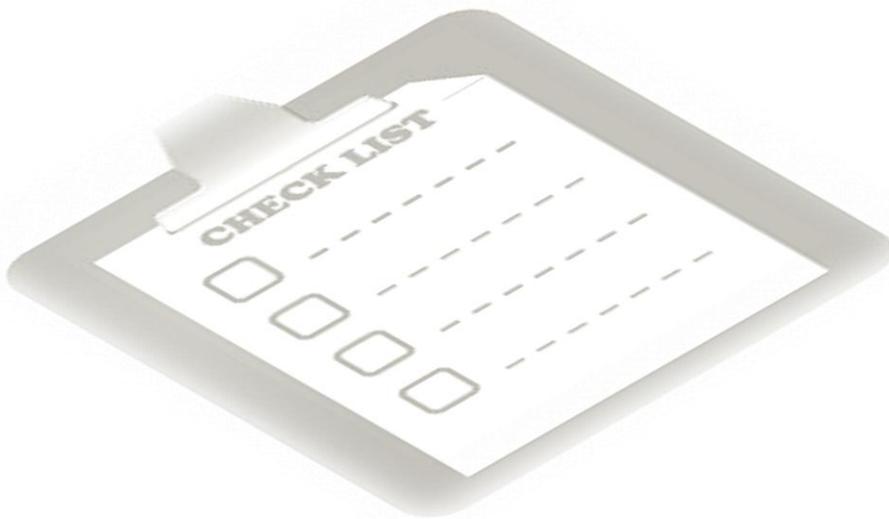
For Employees - 352-955-7713  
William Calsam, Supervisor, Human Resources Division

For Students - 352-955-7671, Ext. 1610  
Jennifer Taylor, Supervisor, Guidance/Student Support

## **SUBSTITUTE TEACHER CHECKLIST**

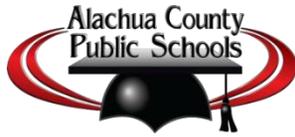
- \_\_\_\_\_ Sign in at the main office/assigned academy
- \_\_\_\_\_ Collect room key, class schedule, plan book and grade book
- \_\_\_\_\_ Check teacher’s desk for additional notes, plans, etc.

- \_\_\_ Write your name and the date on the board
- \_\_\_ Write a brief outline of the day's plans on the board
- \_\_\_ Record attendance and do a head count
- \_\_\_ Leave the room as orderly as possible (you can solicit student's help)
- \_\_\_ Close windows and turn off lights
- \_\_\_ Complete feedback for the teacher
- \_\_\_ Return teacher's materials to the office or work area
- \_\_\_ Ask office staff if you will be needed for the next day



**SPECIAL NOTE:**

Discipline procedures, duty responsibilities, attendance procedures, etc. may vary from school to school. Check with the school administrator/principal, secretary and/or teachers to determine approach.



## SCHOOL CALENDAR 2017-2018

Monday, August 7 - Friday, August 11	Pre-Planning (5 weekdays)
Monday, August 14	First Day for Students
Monday, September 4	Holiday - Labor Day
Wednesday, September 20	Send Interim Reports Home
Friday, October 6	Holiday - UF Homecoming
Tuesday, October 17	End of First Nine Weeks
Friday, October 20	Teacher Workday/Pupil Holiday
Friday, October 27	Send Report Cards Home
Friday, November 10	Holiday - Veterans Day
Monday, November 20 - Tuesday, November 21	Pupil/Teacher Holidays
Wednesday November 22 - Friday November 24	Thanksgiving Holiday
Friday, December 1	Send Interim Reports Home
*Monday, December 18 - Tuesday, December 19	Flex Day/Pupil/Teacher Holiday
Wednesday, December 20 - Tuesday, January 2	Winter Holidays (10 weekdays)
Wednesday, January 3	Classes Resume
Friday, January 12	End of First Semester
Monday, January 15	Holiday - ML King Day
Tuesday, January 16	Pupil Holiday/Teacher Workday
Wednesday, January 17	Begin Second Semester
Thursday, January 25	Send Report Cards Home
Wednesday, February 21	Send Interim Reports Home
Wednesday, March 21	End of Third Nine Weeks
Monday, March 26 - Friday, March 30	Spring Holidays (5 weekdays)
*Monday, April 2	Teacher Workday/Pupil Holiday
Monday, April 9	Send Report Cards Home
Thursday, May 3	Send Interim Reports Home
Monday, May 28	Holiday - Memorial Day
Friday, June 1	Last Day for Students
Monday, June 4	Post-Planning
Tuesday, June 5	Post-Planning

- These days **MAY** be used to make up days cancelled due to hurricanes or other emergencies. For the 2017-18 calendar, they will be used in the following order:

- December 18
- (2) December 19
- (3) April 2

## **ARRIVAL TIMES**

The schedule listed below should be followed for campus arrival and dismissal times: Times will vary per location.

Grade Level	Full Day	½ Day Morning	½ Day Afternoon
<b>Elementary</b>	7:15 A.M. - 1:45 P.M.	7:15 A.M. - 10:45 A.M.	10:46 A.M. - 1:45 P.M.
<b>Elementary</b> (Irby, Alachua, Glen Springs)	7:15 A.M. - 2:15 P.M.	7:15 A.M. - 10:45 A.M.	10:46 A.M. - 2:15 P.M.
<b>Elementary</b> (Rawlings, Lake Forest, Terwilliger)	7:15 A.M. - 2:45 P.M.	7:15 A.M. - 10:45 A.M.	10:46 A.M. - 2:45 P.M.
<b>Elementary</b> (Archer)	7:45 A.M. - 1:45 P.M.	7:45 A.M. - 10:45 A.M.	10:46 A.M. - 1:45 P.M.
<b>Elementary</b> (Norton, Foster, Duval, Chiles)	7:30 A.M. - 1:45 P.M.	7:30 A.M. - 10:45 A.M.	10:46 A.M. - 1:45 P.M.
<b>Elementary</b> (Shell)	7:30 A.M. - 2:45 P.M.	7:30 A.M. - 11:00 A.M.	11:01 A.M. - 2:45 P.M.
<b>Middle</b> (OakView)	8:10 A.M. - 2:40 P.M.	8:10 A.M. - 11:20 A.M.	11:21 A.M. - 2:40 P.M.
<b>Middle</b> (Kanapaha)	8:30 A.M. - 3:35 P.M.	8:10 A.M. - 12:20 P.M.	12:21 P.M. - 3:35 P.M.
<b>Middle</b> (Westwood)	9:10 A.M. - 3:35 P.M.	9:10 A.M. - 12:20 P.M.	12:21 P.M. - 3:35 P.M.
<b>Middle</b> (Mebane)	8:10 A.M. - 2:40 P.M.	8:10 A.M. - 11:20 A.M.	11:21 A.M. - 2:40 P.M.
<b>Middle</b> (Bishop)	8:45 A.M. - 3:35 P.M.	8:45 A.M. - 12:20 P.M.	12:21 P.M. - 3:35 P.M.
<b>Middle</b> (Ft. Clarke)	8:40 A.M. - 3:30 P.M.	8:40 A.M. - 12:20 P.M.	12:21 P.M. - 3:30 P.M.
<b>Middle</b> (Lincoln)	8:30 A.M. - 3:35 P.M.	8:30 A.M. - 12:20 P.M.	12:21 P.M. - 3:35 P.M.
<b>High School</b> (Gainesville, Buchholz)	8:15 A.M. - 2:40 P.M.	8:15 A.M. - 11:15 A.M.	11:21 A.M. - 2:40 P.M.
<b>High School</b> (Eastside)	8:25 A.M. - 2:40 P.M.	8:25 A.M. - 11:20 A.M.	11:21 A.M. - 2:40 P.M.
<b>High School</b> (Loften)	8:35 A.M. - 2:50 P.M.	8:35 A.M. - 11:40 A.M.	11:41 A.M. - 2:50 P.M.
<b>High School</b> (Santa Fe)	8:42 A.M. - 3:10 P.M.	8:42 A.M. - 12:30 A.M.	12:30 A.M. - 3:10 P.M.

### **IMPORTANT TIPS**

1. Please accept assignments whenever possible.
2. You are expected to remain at school until the end of school day.
3. Contact the Office of Personnel as soon as possible if you have a change of address, name, telephone number or other pertinent information.
4. Please be aware of your substitute certificate expiration date and contact Human Resources at least one (1) month before the expiration date.
5. The absent teacher will seldom request that you introduce material that is new to the students. Generally, work will be assigned that requires students to practice skills that have already been introduced or to review skills they have already learned.

### **School Contact List**



## ELEMENTARY SCHOOLS

Alachua .....	(386) 462-1841	Littlewood .....	(352) 955-6712
Archer .....	(352) 495-2111	Meadowbrook .....	(352) 333-2828
Chiles .....	(352) 333-2825	Metcalf .....	(352) 955-6713
Duval .....	(352) 955-6703	Newberry Elementary .....	(352) 472-1100
Finley .....	(352) 955-6705	Norton .....	(352) 955-6765
Foster .....	(352) 955-6706	Rawlings .....	(352) 955-6715
Glen Springs .....	(352) 955-6708	Shell .....	(352) 481-1901
Hidden Oak .....	(352) 333-2801	Sidney Lanier .....	(352) 955-6841
High Springs Comm.. .....	(386) 454-1958	Talbot .....	(352) 955-6716
Idylwild .....	(352) 955-6709	Terwilliger .....	(352) 955-6717
Irby .....	(382) 462-5002	Wiles .....	(352) 955-6955
Lake Forest .....	(352) 955-6710	Williams .....	(352) 955-6719

## MIDDLE/HIGH SCHOOLS

A.Quinn Jones/ Horizon Program ....	(352) 955-6840	Lincoln .....	(352) 955-6711
Bishop .....	(352) 955-6701	Loften.....	(352) 955-6839
Buchholz .....	(352) 955-6702	Mebane .....	(386) 462-1648
Eastside .....	(352) 955-6704	Newberry High.....	(352) 472-1101
Ft. Clarke .....	(352) 333-2800	Oak View .....	(352) 472-1102
Gainesville .....	(352) 955-6707	Regional Detention....	(352) 872-5152
Hawthorne .....	(352) 481-1900	Santa Fe.....	(386) 462-1125
Kanapaha .....	(352) 955-6960	Sidney Lanier.....	(352) 955-6841
		Westwood .....	(352) 955-6718

## ADMINISTRATION

504/Title IX Equity Coordinator (Students) .....	(352) 955-7671 ext. 1610
Homeless Education .....	(352) 955-7070
Kirby-Smith Administration Center .....	(352) 955-7300
Student Services/ESE .....	(352) 955-7671 ext. 1604
Transportation .....	(352) 955-7602 ext. 1700
Office of Student Assignment/Zoning .....	(352) 955-7700

## ACADEMIC PROGRAMS



## **Elementary School**

Elementary Students, K-5 have an extensive program in language arts, mathematics, science and social studies enriched by technology. Students also study health, safety, music, art, and physical education. Emphasis is placed on active, hand-on learning. In each school, a media center supports the instructional program.

**Elementary magnet programs are offered in the following schools:**

STEM: Science, Technology, Engineering and Math - **Stephen Foster Elementary**

Gifted Leaders in Engineering and Math Magnet - **Williams Elementary**

Gifted and Talented Magnet - **Archer Elementary**

Fine Arts Magnet -**Marjorie K. Rawlings Center for Fine Arts**

## **Middle School**

The middle school curriculum emphasizes and reinforces basic skills in language arts, reading, mathematics, science, and social studies. Course offerings are expanded to include instrumental and choral music, fine arts, world languages, physical education, career and technical education, and computer education. An intramural program provides athletic activities.

## **High School**

The high school curriculum not only challenges students who go on to college but also provides job-ready skills for those who enter the workforce after graduation. Wide choices of educational experiences enriched by technology are offered in English, mathematics, social studies, science, health, physical education, fine arts, foreign languages, career technology education, and magnet programs. For the academically talented, all high schools offer honors and Advanced Placement courses.

## **Exceptional Student Education**

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) states that students with disabilities have access to the general curriculum to the maximum extent possible. Modifications to the general curriculum occur only when the nature or severity of the disability of a child is such that mastery of the general curriculum with the use of supplementary aids and services cannot be achieved satisfactorily. Children with disabilities are entitled to a free appropriate public education (FAPE) that emphasizes special education, related services, and accommodations or modifications designed to meet their unique needs and prepare them for employment and independent living. The needs and services of the student are documented on the student's Individual Education Plan (IEP).

## **GUIDELINES AND PROCEDURES**

Substitute teachers provide a valuable service to our students and schools. All substitute teaching positions are created through our District's on-line AESOP substitute system.

Substitute Teaching is an “on-call, as needed position.” As such, a substitute teacher is not entitled to be called as a substitute and substitute employment may be revoked at any time by the Superintendent of Schools (or designee).

## **GUIDELINES AND PROCEDURES FOR SUBSTITUTE TEACHER**

### **A SUBSTITUTE TEACHER:**

- Must be available to accept jobs at the time the application is submitted
- Must be physically able to perform the duties and responsibilities of a substitute teacher
- Must have adequate and reliable transportation to get to jobs on time
- Must adhere to all Alachua County School Board Policies
- A substitute teacher may be removed from the approved list of substitute teachers with or without cause

Although a substitute teacher may be removed with or without cause, a substitute teacher will be removed for any of the following reasons:

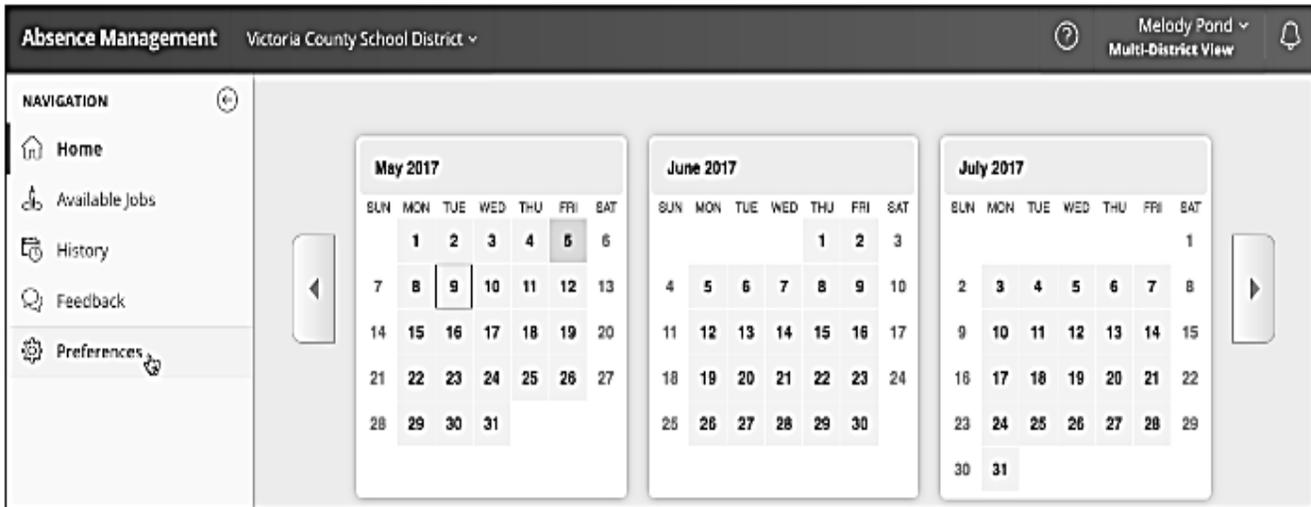
1. Failure to work two (2) or more days per month or 20 times during the school year
2. More than ten (10) not answered or aborted calls in AESOP for any month or fifty (50) for the school year
3. Placement on the Exclusion List of five (5) or more schools

## **Choosing Preferred Schools**

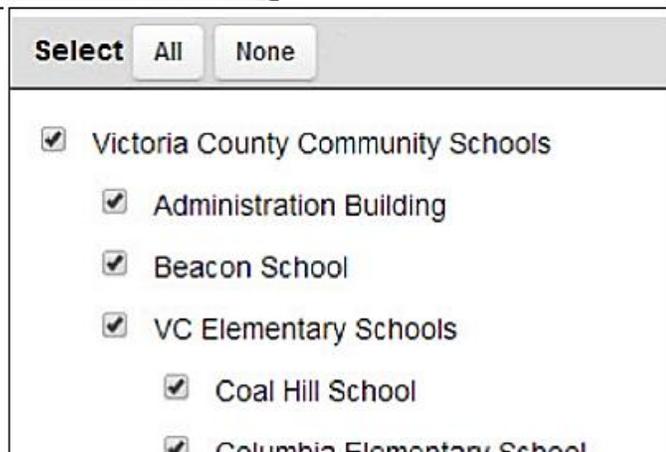
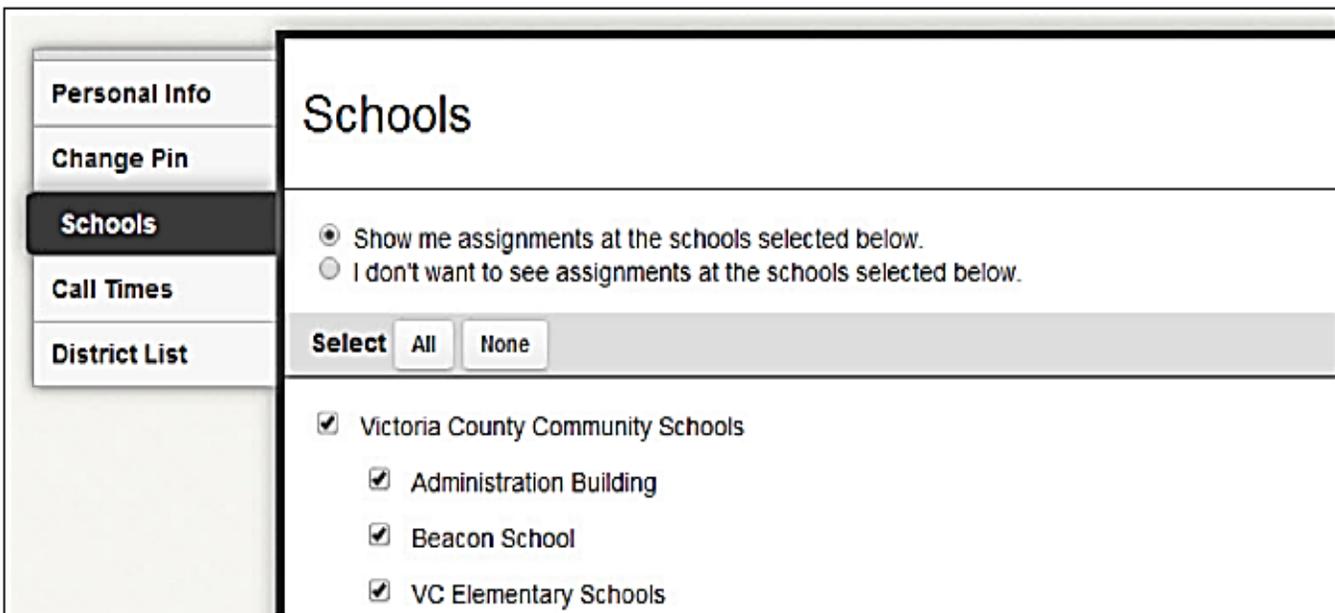
The absence management system gives you the option to choose a list of schools that you want to work at and choose a list you prefer not to work at.

If you are a new substitute, you will see jobs at all schools by default. If you are ok with this, you do not need to change any settings here.

To view the "Preferred Schools" list, click **Preferences** in the side navigation.



Click the **Schools** option in the side bar under the "Preferences" tab. At the top of the screen, you will be able to choose if you want the list of schools to be where you want to see jobs or where you don't want to see jobs. Click the circle for the option you want to choose.



Then, click the check boxes for the individual schools you want or don't want (depending on the above setting) to see jobs for. In the example below, you can see the substitute doesn't want to see jobs from elementary schools.

## Schools

Show me assignments at the schools selected below.  
 I don't want to see assignments at the schools selected below.

**Select** All None

- Victoria County Community Schools
  - Administration Building
  - Beacon School
  - VC Elementary Schools
    - Coal Hill School
    - Columbia Elementary School
    - Duquesne Elementary School
    - Jaspers Elementary School
  - VC High Schools
    - Hamner High School
    - Vanderbilt High School
    - Williams High School
  - VC Middle Schools
    - Dell Middle School
    - Walker Middle School

When you've finished, click **Save** to save changes.

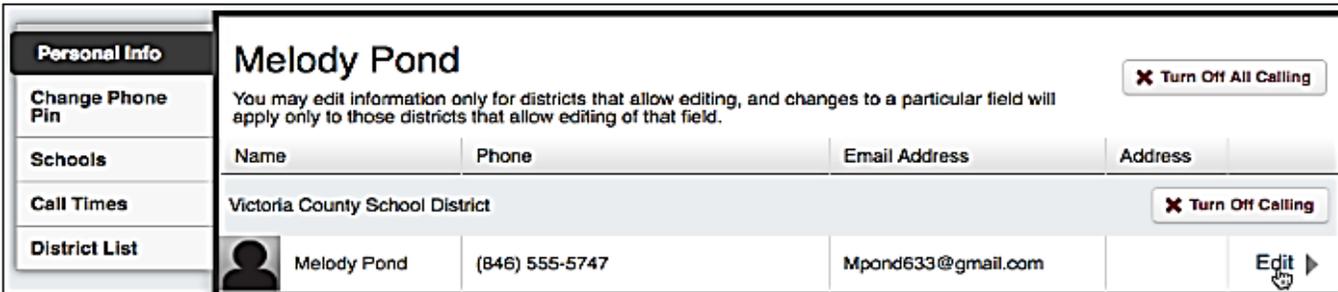
## Managing Your Personal Information

You can easily add or update personal information in absence management. For starters, select **Preferences** (the Gear Wheel icon) in the side navigation.



By default, the system takes you right to the "Personal Info" page.

From here, click the **Edit** button to edit your information.



Most districts allow their substitutes to change their email address and phone number. You may have permission to edit other info as well.

If you make any changes, click the **Apply** button to save the changes.

Take note, multi-district subs have permissions associated to each district, and you can apply specific changes to each, based on permissions.



That's it!

## **Adding Non-Work Days**

If you have days or partial days when you are not able to substitute, you can create "Non-Work Days" so the absence management system will not offer you jobs on those days. Click the **Non-Work Days** tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled.

6 Available Jobs		3 Scheduled Jobs		5 Past Jobs		2 Non Work Days	
This list shows non-work days for the past 30 days. View more by clicking the History tab							+ Add Non-Work Day
Date	Time	Reason					
Fri, 4/11/2014	All Day						✕ Remove
Fri, 4/25/2014	All Day						✕ Remove

To create a new Non-Work Day, *click* the **Add Non-Work Day** button. This will bring up a window where you can enter your Non-Work Day info.

To create a single Non-Work Day...

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you can't work. You must un-check the "All Day" box to edit the times.
- **Reason** - Enter the reason for your non-work day. This info is not required.

Click the **Save** button when you are ready to save the Non-Work Day.

## **Repeating Non-Work Days**

You can also create a Non-Work Day that will repeat. For example, maybe you can't work on Tuesdays for the entire month. When creating the Non-Work Day, click the check box for "Repeat" (shown below).

**Add Non-Work Day** ✕

Date  📅

Repeat  every  day

Wednesday

Until  📅

From   All Day

to

Reason

Then, mark the circle for Tuesday, put in the end date you want this to repeat until, and click the **Save** button to save the repeating Non-Work Day.

## **Removing a Non-Work Day**

In your "Non-Work Days" tab, you will see a Remove button for any Non-Work Days that are still in the future. Click the **Remove** button for the specific Non-Work Day you want to remove.

6 Available Jobs    2 Scheduled Jobs    6 Past Jobs    **2 Non Work Days**

This list shows non-work days for the past 30 days. View more by clicking the History tab + Add Non-Work Day

Date	Time	Reason	
Fri, 4/11/2014	All Day		<input checked="" type="button" value="Remove"/>
Fri, 4/25/2014	All Day		<input checked="" type="button" value="Remove"/>

You will receive a confirmation pop-up. Click **Remove** to confirm (or if you would like to close the window without removing the Non-Work Day, click Cancel).

**Remove Non-Work Day** ✕

Are you sure you want to remove this day? This action cannot be undone.

# FRONTLINE EDUCATION

## ABSENCE MANAGEMENT

(Formerly AESOP)

Dear Substitute Teacher,

We have the pleasure of notifying you that Alachua County Public Schools is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called AESOP, utilizes both the telephone and the internet to assist you in locating jobs in this school district. The AESOP system is available 24 hours a day, 7 days a week. AESOP uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs. Change personal settings, update your calendar and personalize your available call times by visiting AESOP on the internet at <http://www.frontlinek12.com/aesop>. If the employee has uploaded lesson plans on the internet, you will be able to view and print them online once you accept the job!
2. You may interact with the AESOP system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.

AESOP will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the AESOP service may call for substitutes:

3. **5:30 AM - 11:59:00 AM in the morning and 2:00:00 PM - 10:00:00 PM in the evening.**

- ❖ In order to access the AESOP system, you will need to enter your ID and PIN numbers as follows:

**ID NUMBER:** 10 Digit Telephone Number

**PIN NUMBER:** Last Four (4) Digits of the Social Security Number

- ❖ If you accept a job, AESOP will issue a confirmation number. **Please remember that your transaction is not complete until AESOP supplies you with a confirmation number.**
- ❖ AESOP will automatically make a recording of your name for Alachua County Public Schools on the phone system. To review or change the recording of your name, call into AESOP and select option 4.

We are confident that you will find the AESOP experience beneficial and enjoyable.

Should you experience difficulty using the AESOP system in any way, please contact Beverly Finley by phone or email as listed below.

Thank you,

Beverly Finley,  
Supervisor  
[finleybt@gm.sbac.edu](mailto:finleybt@gm.sbac.edu)

## **CANCELLATION OF ASSIGNMENTS**

When a Substitute Teacher accepts an assignment, they have made a commitment to the school. Assignments should only be cancelled in case of an emergency. When an emergency arises, the Substitute Teacher should cancel the job with the automated system as soon as possible. The Substitute Teacher should also contact the school to inform him/her that they have cancelled the assignment. If a teacher must cancel an assigned job he/she will cancel the job in the system and direct the system to notify the Substitute Teacher of the cancellation. Once a job has been cancelled by the teacher, the Substitute

Teacher's availability will be reactivated with the automated system and the Substitute Teacher will be eligible to accept other assignments for that day if available.

## **INCLEMENT WEATHER**

In times of emergencies/school closings, information will be shared with the community through the following:

- ACPS homepage - [www.sbac.edu](http://www.sbac.edu)
- Twitter - @AlachuaSchools
- Facebook - Alachua County Public Schools

During inclement weather, Substitute Teachers should listen to local media stations or check the [www.sbac.edu](http://www.sbac.edu) for delayed openings, early dismissal, or closings. When schools are delayed, Substitute Teachers scheduled to work a half day assignment should call the school to confirm that a Substitute Teacher is still needed. Substitute Teachers scheduled to work for a full day will receive a full day's pay if there is an emergency early dismissal. Substitute Teachers are not paid for assignments when schools are closed due to weather emergencies.

If it is necessary to open schools late or close schools early due to inclement weather conditions, substitute teachers will observe the same arrival/dismissal schedule as students or until dismissed by the school administrator. Substitute teachers will be paid for the time they were originally scheduled to work.

When schools are cancelled prior to the start of school, substitute teachers are not expected to report to their assignment and will not be paid for the assignment time.

## **PREPAREDNESS FOR EMERGENCIES**

### Local School Emergency Response Plans

Each Public School in Alachua County has developed a School Emergency Response Plan. The plan is updated annually and reviewed with all building staff. Each school is responsible for providing Substitute Teachers with the necessary details on how to handle any emergency situation.

## **Helpful Websites for Substitute Teachers**

- [www.stedi.org](http://www.stedi.org)
- [www.pbis.org](http://www.pbis.org) (Positive Behavioral Intervention System)
- [www.puzzlemaker.school.discovery.com/](http://www.puzzlemaker.school.discovery.com/) (generate customized puzzles online)

- [www.edhelper.com](http://www.edhelper.com) (reading comprehension, vocabulary, geography and other lessons)
- [www.lessonplanspage.com](http://www.lessonplanspage.com) (more than 2,500 free lesson plans available by subject or specific topics)
- [www.mathworld.wolfram.com](http://www.mathworld.wolfram.com) (detailed materials on algebra, calculus, probability and more)
- [www.educationworld.com/preservice/classroom/substitute.shtml](http://www.educationworld.com/preservice/classroom/substitute.shtml) (tips and resources for substitute teachers)
- [www.teachone.tripod.com](http://www.teachone.tripod.com) (links to sites for new teachers and substitutes)
- [www.substituteteachermagazine.com](http://www.substituteteachermagazine.com)
- [www.supersubstituteteachers.com](http://www.supersubstituteteachers.com)
- [www.substituteteachingatoz.com/resources.html](http://www.substituteteachingatoz.com/resources.html)
- [www.interventioncentral.com](http://www.interventioncentral.com)

## **BE ORGANIZED**

Keeping track of assignments requires good organizational skills. Keep a personal calendar at home and when on an assignment. An Administrator or teacher may want to book a certain date during your assignment, and having a calendar of future commitments will make it easy to give an accurate answer.

When turning in paperwork, make sure your name is spelled correctly and that your employee number is correct.

Keeping a personal calendar is also critical for keeping track of the days worked and days paid. There can be a delay of days or weeks between the date of your assignment and receipt of payment. Taking the initiative to manage your assignments with a personal calendar will help make certain that you are paid correctly.

## **Benefits of Being Substitute Teacher**

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people - network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being part of a student's educational process



**SUBSTITUTE TEACHER**

**EXPECTATIONS**