Every child deserves a champion – an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be. - Rita Pierson

There is no substitute for a great substitute teacher. Your role in the education of our students is essential to the mission and goals of the Alief Independent School District.
Mission Statement

Alief ISD, in collaboration with parents and community, will provide and exemplary education for all students in a safe environment.

Information for Substitutes

This handbook has been prepared to assist you with your assigned duties. It is to be used a reference guide. You are responsible for knowing and utilizing the information included and abiding by all district policies. Your handbook should be available to you at all times during the workday.

The Board Policy Manual and Alief ISD Employee Handbook, available on our website at www.aliefisd.net, contain additional details about district operation. The Alief ISD Board of Trustees and/or the Superintendent or his designee may modify policies, regulations, and handbook information at any time without notice or a written revision of this handbook. District employees are responsible for adhering to the practices, policies and guidelines stated within these publications.

The Alief Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing education or providing access to benefits of educational services, activities, programs, and employment.
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General Information

The Substitute Teacher List
The Alief Independent School District maintains a current list of qualified persons who serve as Substitute Teachers. The Substitute Teacher management system randomly selects Substitute Teachers for day-to-day assignments unless pre-arranged.

The District cannot guarantee a definite assignment or any number of assignments. It is difficult to give Substitute Teachers an estimate of how often they will be called. The time of year, the District’s daily need, the qualifications of the individual Substitute Teacher, and the success of the Substitute Teacher when assigned are all factors that determine availability and the likelihood of jobs being offered.

Notice from the Commissioner
The Superintendent is required to notify the Commissioner of Education when made aware that an employee has been convicted of any felony or misdemeanor directly related to the following:

1. Any form of sexual or physical abuse of a minor or other illegal conduct with a minor.
2. The possession, transfer, sale, or distribution of a controlled substance.
3. The illegal transfer, appropriation, or expenditure of school property funds.
4. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
5. Commission of a crime, any part of which occurred on school property or at a school-sponsored event.
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Elementary</td>
<td>8500 Brookwulf, 77072</td>
<td>281-983-8300</td>
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<tr>
<td>Liestman Elementary</td>
<td>7610 Synott, 77083</td>
<td>281-983-8348</td>
</tr>
<tr>
<td>Albright Middle</td>
<td>6315 Winkleman, 77083</td>
<td>281-983-8411</td>
</tr>
<tr>
<td>Best Elementary</td>
<td>10000 Centre Parkway, 77036</td>
<td>713-988-6445</td>
</tr>
<tr>
<td>Mahanay Elementary</td>
<td>13215 High Star, 77083</td>
<td>281-983-8355</td>
</tr>
<tr>
<td>Alief Middle</td>
<td>4415 Cook Road, 77072</td>
<td>281-983-8422</td>
</tr>
<tr>
<td>Boone Elementary</td>
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<td>281-983-8308</td>
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<tr>
<td>Martin Elementary</td>
<td>11718 Hendon, 77072</td>
<td>281-983-8363</td>
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<td>Holub Middle</td>
<td>9515 S. Dairy Ashford, 77099</td>
<td>281-983-8433</td>
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<td>Bush Elementary</td>
<td>9730 Stroud, 77036</td>
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<tr>
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<td>Chambers Elementary</td>
<td>10700 Carvel, 77072</td>
<td>281-983-8313</td>
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<tr>
<td>Petrotsky Elementary</td>
<td>6703 Winkleman, 77083</td>
<td>281-983-8366</td>
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<td>O'Donnell Middle</td>
<td>14041 Alief Clodine, 77082</td>
<td>281-495-6000</td>
</tr>
<tr>
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<td>281-983-8318</td>
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<tr>
<td>Rees Elementary</td>
<td>16305 Kensley, 77082</td>
<td>281-531-1444</td>
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<td>281-983-8555</td>
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<tr>
<td>Collins Elementary</td>
<td>9829 Town Park Dr., 77036</td>
<td>713-272-3250</td>
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<tr>
<td>Smith Elementary</td>
<td>11300 Stancliff, 77099</td>
<td>281-983-8380</td>
</tr>
<tr>
<td>Alief Learning Center</td>
<td>4427 Belle Park, 77072</td>
<td>281-983-8000</td>
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<tr>
<td>Cummings Elementary</td>
<td>10455 S. Kirkwood, 77099</td>
<td>281-983-8328</td>
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<tr>
<td>Sneed Elementary</td>
<td>9855 Pagewood, 77042</td>
<td>713-789-6979</td>
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<tr>
<td>Crossroads</td>
<td>12360 Bear Ram Road, 77072</td>
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<tr>
<td>Hearne Elementary</td>
<td>13939 Rio Bonito, 77083</td>
<td>281-983-8333</td>
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<tr>
<td>Youens Elementary</td>
<td>12141 High Star 77072</td>
<td>281-983-8383</td>
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<tr>
<td>SOAR (Elsik Annex)</td>
<td>12501 High Star Dr., 77072</td>
<td>281-988-3499</td>
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<td>Hefflin Elementary</td>
<td>3303 Synott, 77082</td>
<td>281-531-1144</td>
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<tr>
<td>Budewig Intermediate</td>
<td>12570 Richmond Ave., 77082</td>
<td>281-988-3200</td>
</tr>
<tr>
<td>Elsk NGC</td>
<td>6767 S. Dairy Ashford, 77072</td>
<td>281-988-3239</td>
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<tr>
<td>Hicks Elementary</td>
<td>8520 Hemlock Hill Dr., 77083</td>
<td>281-983-8040</td>
</tr>
<tr>
<td>Kienitzman Intermediate</td>
<td>11100 Stancliff, 77099</td>
<td>281-983-8477</td>
</tr>
<tr>
<td>Elsk High</td>
<td>12601 High Star, 77072</td>
<td>281-498-8110, ext 3161</td>
</tr>
<tr>
<td>Holmquist Elementary</td>
<td>15040 Westpark Dr., 77082</td>
<td>281-988-3024</td>
</tr>
<tr>
<td>Mata Intermediate</td>
<td>9225 S. Dairy Ashford, 77099</td>
<td>281-983-7800</td>
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<tr>
<td>Hastings NGC</td>
<td>6750 Cook Rd., 77072</td>
<td>281-988-3139</td>
</tr>
<tr>
<td>Horn Elementary</td>
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<td>281-988-3223</td>
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<tr>
<td>Miller Intermediate</td>
<td>15025 Westpark, 77082</td>
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<tr>
<td>Hastings High</td>
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<td>281-498-8110, ext 2910</td>
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<tr>
<td>Kennedy Elementary</td>
<td>10200 Huntington Place, 77099</td>
<td>281-983-8338</td>
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<tr>
<td>Owens Intermediate</td>
<td>6900 Turtledwood Dr., 77072</td>
<td>281-983-8466</td>
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<tr>
<td>Kerr High</td>
<td>8150 Howell Sugar Land 77083</td>
<td>281-983-8484</td>
</tr>
<tr>
<td>Landis Elementary</td>
<td>10255 Spice Lane, 77072</td>
<td>281-983-8343</td>
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<tr>
<td>Youngblood Intermediate</td>
<td>8410 Dairy View Lane, 77072</td>
<td>281-983-8020</td>
</tr>
<tr>
<td>Taylor High</td>
<td>7555 Howell Sugar Land, 77083</td>
<td>281-988-3500</td>
</tr>
<tr>
<td>Alief Early College High School</td>
<td>2811 Hayes Rd, #11, 77082</td>
<td>281-988-3010</td>
</tr>
</tbody>
</table>
Letter of Reasonable Assurance

This document provides notice of reasonable assurance of continued substitute employment with the District when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, summer, winter, and spring breaks. This assurance is contingent upon continued school operation and will not apply in the event of any disruption that is beyond the control of the District (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, etc.)

Nothing contained herein construes an employment contract.

Thank you for the service you provide for the students in our district.

Sincerely,

Joi Bailey

Joi Bailey
Human Resources Coordinator

Yes, I would like to be placed on the substitute staff roster for Alief Independent School District. I understand that I will be called to work on an “as needed” basis and that my name may be removed from the substitute roster by the District or me at any time for any reason or no reason. I further understand that the placement of my name on the substitute roster does not guarantee that I will be called to substitute.
TITLE: SUBSTITUTE TEACHER/NURSE/PARAPROFESSIONAL

Primary Purpose: To assist students in learning content and/or skills that will contribute to their development as mature, able and responsible men and women in the absence of their regular teacher.

Qualifications:
- 60 hours toward a degree (teacher substitute)
- BA degree in nursing or BA degree plus a school of nursing diploma and licensed by the State Board of Nurse Examiners (nurse substitute)
- High school diploma or GED (paraprofessional substitute)

Effective, appropriate communication skills (verbal and written), punctuality, organizational skills, knowledge of child development, flexibility with assignments, and effective human relations skills

Reports to: Building Administrator(s), Substitute Office Administrator

PERFORMANCE RESPONSIBILITIES:
- Arrives, departs and follows schedules in a timely, consistent manner.
- Maintains a positive tone and is respectful in dealing with the students, staff and parents.
- Follows established rules of classroom behavior and procedures and maintains order in the classroom.
- Creates a classroom environment that is conducive to learning and is appropriate to the maturity and interests of students.
- Implements teacher lesson plans as designated.
- Establishes and communicates clear objectives for all instruction in order to achieve curriculum goals.
- Complies with Code of Ethics for Substitute Teachers/Paraprofessionals.
- Complies with district Substitute Teacher/Paraprofessional manual procedures.
- Performs physical demands required per job assignment.
- Performs other duties as assigned by the building principal, supervisor or designee

WORKING CONDITIONS:
All campuses are temperature controlled with hard surface floors. Job requires physical mobility, standing, prolonged sitting, lifting, carrying, pushing and pulling. Job may also require climbing stairs, stooping, bending and reaching over head (minimum 10 lbs.). Working conditions may be modified under the Americans with Disabilities Act (ADA) for diagnosed medical conditions.

Employee Signature _____________________________ Date _____________________________

Revised July 2010
**SUBSTITUTE TEACHER DUTY HOURS ARE AS FOLLOWS:**

### Elementary Schools
- **Full Day**
  - 7:40 a.m. – 3:40 p.m.
- **Half Day**
  - 7:40 a.m. – 11:40 a.m.
  - 11:40 a.m. – 3:40 p.m.

### Intermediate Schools
- **Full Day**
  - 8:20 a.m. – 4:20 p.m.
- **Half Day**
  - 8:20 a.m. – 12:20 p.m.
  - 12:20 p.m. – 4:20 p.m.

### Middle Schools
- **Full Day**
  - 8:15 a.m. – 4:15 p.m.
- **Half Day**
  - 8:15 a.m. – 12:15 p.m.
  - 12:15 p.m. – 4:15 p.m.

### High Schools
- **Full Day**
  - 7:00 a.m. – 3:00 p.m.
- **Half Day**
  - 7:00 a.m. – 11:00 a.m.
  - 11:00 a.m. – 3:00 p.m.

### Alief Learning Center
- **Full Day**
  - 8:45 a.m. – 4:45 p.m.
- **Half Day**
  - 8:45 a.m. – 12:45 p.m.
  - 12:45 p.m. – 4:45 p.m.

### Crossroads
- **Full Day**
  - 8:30 a.m. – 4:30 p.m.
- **Half Day**
  - 8:30 a.m. – 12:30 p.m.
  - 12:30 p.m. – 4:30 p.m.

Working hours for Substitute Teachers are limited to the times designated in the Substitute Handbook. Substitute Teachers may NOT work extended hours. Substitute Teachers may not work or volunteer in other capacity or position for Alief ISD.

Violation of this policy may result in consequences up to and including termination.
CODE OF ETHICS FOR SUBSTITUTE TEACHERS/PARAPROFESSIONALS

Substitute Teachers/Paraprofessionals have an obligation to conduct themselves in a professional and ethical manner in all areas pertaining to school operation.

- Criticism of students, school personnel, and school policies are made only to the principal of that building or to administrators in the Substitute Office.
- Treat all information about students and parents as confidential.
- Touching students with hands or other objects is PROHIBITED.
- You may not leave the campus during the hours of your assigned job.

Dress Code
For the purpose of establishing and maintaining a high standard of professional dress, Substitute Teachers/Paraprofessionals shall not wear the following according to Board Policy DH (R) (LOCAL):
- leggings
- skorts (short split skirts)
- earrings (male employees)

In addition, Substitute Teachers/Paraprofessionals shall not wear the following:
- shorts except as appropriate for job assignment
- colored denim jeans except on Spirit Day or Western Day
- athletic shoes except as appropriate for job assignment or on Spirit Day or field trips
- flip-flop (Dress sandals are permitted as long as there is a strap around the back to avoid the appearance of “flip-flops”)

We request that you exercise good judgment in your dress. You are a role model for the students. Anyone wearing inappropriate attire may be asked to return home to change.

Personnel-Student Relations
All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law.

Sexual Harassment
Sexual harassment of students includes such activities as engaging in sexually oriented conversations for the purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. DHC (Local)

Tobacco Use Prohibited
The board has prohibited smoking or using tobacco products at school-related or school-sanctioned activities on or off school property.

Hazing
District personnel is also subject to the provisions of policy FNCC regarding hazing. Education Code 37.152(a)
Code of Ethics Cont.

Substitute Teacher/Paraprofessional Evaluations
Evaluation forms are sent to the Substitute Teacher Office from the schools regarding the performance of work, punctuality, etc. If a Substitute Teacher/Paraprofessional receives a positive or negative evaluation, a Human Resources administrator will contact the substitute usually by US mail. Substitute Teachers may not contact personnel at any school to discuss an evaluation. Receipt of a negative evaluation may result in the removal from the Substitute Teacher list and dismissal from any work in the Alief Independent School District.

Substitute Teachers/Paraprofessionals may be removed from the substitute list for the following (not all inclusive):

- leaving students unsupervised by an adult at any time
- failure to monitor and supervise students effectively
- administering corporal punishment to a student
- inappropriate language or interaction with students
- sleeping during the work day
- excessive tardiness
- failure to report to or failure to complete the assignment after accepting an assignment
- inability to work with staff members cooperatively
- physically touching students with hands or other objects
- working outside of the regular workday
- usage of district computers
- refusal to work during planning/conference period
- soliciting
- violating the AISD Code of Civility
- engaging in conduct detrimental to the mission of the District
- failure to meet the district standards of professional conduct
- excessive corrective evaluations/negative reports
- failure to follow policy.

______________________________  ____________________________
Name                                                                 Date
ALIEF INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE EVALUATION FORM

Substitute's Name (Please print) ___________________________ Job # __________ Date __________

Name of Absent Teacher ___________________________ Form Completed by ___________________________

Grade ___________________________ Subject ___________________________

<table>
<thead>
<tr>
<th>CLASSROOM PROCEDURES</th>
<th>Outstanding</th>
<th>Acceptable</th>
<th>Needs Improvement</th>
<th>Unable to Evaluate</th>
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<tr>
<td>Lesson plans followed and implemented</td>
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<tr>
<td>Effective classroom control maintained</td>
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<tr>
<td>Rules applied fairly and consistently</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Sarcasm and negative criticism avoided</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students reaction to substitute</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records and routines appropriately handled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom materials, etc., left in order at close of day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| COMMUNICATION SKILLS                                                              |             |            |                   |                    |
| Easily understood                                                                 |             |            |                   |                    |
| Uses correct grammar                                                              |             |            |                   |                    |
| Appropriate vocabulary                                                            |             |            |                   |                    |
| Poise and self-control                                                            |             |            |                   |                    |
| Summary report of the day's activity provided                                     |             |            |                   |                    |

| GENERAL                                                                            |             |            |                   |                    |
| Prompt arrival on campus                                                           |             |            |                   |                    |
| Cooperative with staff members                                                     |             |            |                   |                    |

**COMMENTS:**

________________________________________

**I recommend that it is in the best interest of my students not to use this substitute at this campus again.**

*Comments are required when a recommendation to dismiss the substitute is checked.

PLEASE NOTE IF THE NEGATIVE BEHAVIORS OCCURRED ALL DAY OR IF IT WAS CONFINED TO ONE PERIOD OR CLASS.

________________________________________

Signature ___________________________ School ___________________________ Date __________

Signature of Principal ___________________________ Date __________

Alief ISD 45-3130 White – Substitute Office Yellow – Substitute Pink - Campus Revised 1/02
Notice of Change of Address or Telephone Number
Address changes must be sent to the Substitute Teacher Office in writing or you may come to the office and fill out a change of address form.

DO NOT use Alief ISD as your mailing address. Mail addressed to a substitute will not be forwarded, nor will the Substitute Office call to inform you of mail received.

Guidelines for Rehire of Retired Employees
Retirees may substitute after fulfilling the required break in service on an “on call” basis at the district's regular daily rate of pay. A retiree cannot be paid more than the regular daily rate of substitute pay according to the Substitute Teacher Pay Schedule. (per TRS regulations) A retiree may substitute in a long-term position as long as they are serving on a temporary basis in place of a current employee. Retirees may NOT substitute in a vacant position. Substituting in a vacant position could result in forfeiture of the retiree's retirement benefits.

It is the retiree's responsibility to be aware of and understand the laws and rules pertaining to employment after retirement. A monthly report is sent to TRS on the number of days worked. The TRS school year reflects September 1st to August 31st of the school year.

Resignation Process
Substitute Teachers must give written notification if they wish to resign from their position as a substitute with the Alief Independent School District.

Accidents and Illness
All accidents involving students on the school grounds, in the buildings, on the way to or from school, or occurring at any other place while the student is under the supervision of a school employee or Substitute Teacher shall be referred to the nurse as soon as possible. Contact the front office for assistance.

No internal medicine may be prescribed by a school employee unless the employee is qualified by law to prescribe. Any medication brought in by a student must be sent immediately to the nurse. No employee or Substitute Teacher may administer any internal medicine without the authorization of a medical doctor and the parent or guardian. Notify the nurse's office when a student is ill.

Service Records
Certified substitutes with teaching experience will be paid for all applicable experience effective the day that a service record is received. The service record must be provided to the substitute specialist for processing. Compensation will not be provided on a retroactive basis.
ALIEF ISD SUBSTITUTE TEACHER OFFICE INFORMATION

Absence Calling System Phone: 1-800-942-3767

Web Center address: www.aesoponline.com

User ID: (10 digit phone number on file with Alief)

Password: (Absence Management issued PIN number)

These numbers will work for both the Calling System and the Web Center.

Contact Information:
Alief ISD
4250 Cook Road
Houston, TX 77072
281-498-8110

Substitute Office Personnel

Substitute Office Administrator: Joi Bailey

Substitute Specialists

<table>
<thead>
<tr>
<th>Wanda Adekoya</th>
<th>Cinthya Barrios</th>
<th>Pam Hortenstine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Names: A - F</td>
<td>Last Names: G - N</td>
<td>Last Names: O - Z</td>
</tr>
<tr>
<td>Ext. 29155</td>
<td>Ext. 29154</td>
<td>Ext. 29156</td>
</tr>
<tr>
<td><a href="mailto:Wanda.Adekoya@aliefisd.net">Wanda.Adekoya@aliefisd.net</a></td>
<td><a href="mailto:Cinthya.Barrios@aliefisd.net">Cinthya.Barrios@aliefisd.net</a></td>
<td><a href="mailto:Pam.Hortonstine@aliefisd.net">Pam.Hortonstine@aliefisd.net</a></td>
</tr>
</tbody>
</table>

Substitute Office Hours:

Monday - Thursday 6:30 a.m. – 4:30 p.m.
Friday 6:30 a.m. – 4:00 p.m.

System Call-out times:

School Days 5:00 a.m. – 11:30 a.m.
5:30 p.m. – 10:00 p.m.

Weekends/Holidays (excludes Saturday) 5:30 p.m. – 10:00 p.m.
IMPORTANT INFORMATION

HIGH SCHOOL TRAFFIC
When accepting high school assignments:
- Allow ample time due to traffic congestion.
- High school arrival time is 7:00 a.m.
- Allow an additional 15-30 minutes for traffic, parking, and travel inside the building.

CANCELLED JOBS
If you cannot fulfill an accepted assignment:
- **Cancel the job in the system as soon as possible.**
- You are responsible for the professional courtesy of contacting the campus, especially if it is 1 hour or less before the start of the assignment.
- All jobs cancelled by substitute will be monitored.
- If cancellations occur frequently, this action could lead to your removal from the substitute teacher list and dismissal from any work in the Alief Independent School District.

ELECTRONIC DEVICES
Electronic devices are not allowed during instruction.
- **Do not use your cell phone for talking or texting during instruction.** This includes the use of blue tooth devices.
- Do not use personal computers during instruction.

FAILURE TO WORK
Substitutes must work a minimum of one day per calendar week.
- If you are unable to work please make yourself unavailable in the system and contact your substitute specialist to discuss your specific situation.
- Failure to work a minimum of one day per calendar week could result in inactivation.
- After thirty days of inactivity, profiles will be completely removed from the system. If this occurs, you must repeat the application process which includes testing and the orientation process.
- Substitutes working as administrative substitutes are an exception to this rule.

USE OF DISTRICT COMPUTERS
The usage of any District computer for personal use is PROHIBITED.
- Do not allow students to use computers unless the computer usage is designated in the lesson plan.
- If internet usage is part of the lesson plan, closely monitor student usage and the programs accessed.

PLANNING PERIODS
- You are not guaranteed a planning period.
- If you are asked to work during the planning period you are expected to do so.
- Substitutes work 7.5 hours a day with a 30 minute duty free lunch.

LATE CALLS
If you receive a late call (after school has begun) you MUST call the school secretary to verify that you are needed. Failure to do so will result in “no pay” if you arrive at the school and are not needed. You must arrive within one hour of accepting a late assignment.
LOCATION OF SCHOOLS
- Be familiar with the location of schools in the district.
- Extra maps are available upon request.
- Familiarizing yourself with the map will enable you to reach your destination on time.
- Please allow ample time for travel when accepting assignments at locations that you are not familiar.

GOOD PRACTICES
- Be punctual in all aspects of your assignment.
- Follow lesson plans unless you are directed by administration to follow a different plan.
- Greet students as they arrive and introduce yourself.
- Check the room when you enter, after ever class change, and before leaving. The room should be left in a condition comparable to the beginning of your assignment.
- Protect and safeguard all personal items, equipment, and school property. Substitutes will not have room keys; for this reason extra care is needed regarding personal belongings.
- Leave the teacher a note with the details of the day including information on students’ work and behavior. Record only objective facts and refrain from recording opinions or judgments.
- Be organized.
- Leave your personal life at home.
- Speak clearly.
- Be reasonable in your expectations.
- Have a sense of humor.
- Use proximity to your advantage; be active and mobile.
- Behavior is largely a product of its immediate environment.
- Solicitation is prohibited.
- Smoking is prohibited on school grounds.
- Green parking permit must be visible in your window when on a high school campus.

“AT-WILL” EMPLOYMENT
Substituting for Alief ISD is on an “AT-WILL, “AS NEEDED” basis. As an AT- WILL” employee, you are not guaranteed to have a position on a daily basis. School district administrators may decide - at any time - to terminate assignments, when such actions would better serve the needs of students, campus, or district.

SUBSTITUTE WORK HOURS
Working hours for Substitute Teachers are limited to the times designated in the Substitute Handbook. Substitute Teachers may NOT work extended hours. Substitute Teachers may not work or volunteer in other capacity or position for Alief ISD.

Violation of this policy may result in consequences up to and including termination.
SPECIAL EDUCATION SERVICES

Reading Instruction (Elementary and Secondary)
Students identified as special education eligible in Reading are served on all campuses by special education teachers and instructional paraprofessionals. Services range from External Support to In-Class Support (Co-teaching and/or Support Facilitation) to support in a specialized setting. Students receiving reading instruction in a specialized setting are instructed in one of the following programs: Language!, Read Well, or Si Puedo.

Math Instruction (Elementary and Secondary)
Students identified as special education eligible in Math are served on all campuses by special education teachers and instructional paraprofessionals. All services are done in collaboration with the general education staff. Services range from External Support to In-Class Support (Co-teaching and/or Support Facilitation).

Preschool Programs for Children with Disabilities (PPCD) (Pre-Elementary)
These programs serve our students ages 3-5 who are identified as special education eligible. These programs emphasize acquisition of developmental skills in the areas of communication, cognition, self-help, socialization, fine motor, and gross motor. Services range from participating in a Community-based Daycare to participation in Pre-Kindergarten with In-class support to a Self-contained Specialized setting. Students must be three years of age and not Kindergarten eligible by age to be included in this class.

Preschoolers Acquiring Communication Skills (PACS) (Pre-Elementary)
This program serves our students ages 3-5 who are identified as Speech Impaired and are identified as special education eligible. This program emphasizes the development of Receptive and Expressive Communication skills.

Learning in Functional Environments (LIFE Skills) (Elementary and Secondary)
This class serves students identified as Mentally Retarded, Autistic, or Other Health Impaired. These students need an instructional setting focusing on basic life skills and language development. The curriculum is specifically designed for students with mental retardation.

OJT – On the Job Training Cooperative Work Study (Secondary)
This program includes on-the-job training and supervised employment with a vocational adjustment class. Vocational adjustment coordinators work primarily with high school special education students at the junior and senior level. The emphasis is on vocational exploration, training, and maintenance. This program is designed as the final step toward graduation for some special education students.

Discovery Center IV (Secondary)
This class serves students identified as severely emotionally disturbed. The class is located on various campuses. This placement is very restrictive and is only considered when the student’s behavior and performance indicates that the student cannot be successful in a less restrictive environment. The ARD committee must recommend this placement.
GENERAL PAYROLL INFORMATION

Payday is the 15th and the last day of the month. If the 15th or last day of the month falls on a weekend, payday will be the preceding Friday.

All payments will be issued electronically. There will be NO LIVE CHECKS.

You have two options for receiving your pay:

1. Direct Deposit: If you wish to set up direct deposit, please fill out a direct deposit slip and attach a preprinted voided check. Temporary checks cannot be accepted. The completed form and voided check can be turned in to the Risk Management Department or your substitute specialist.

2. Rapid pay card: This will be the default option if you elect not to participate in direct deposit. You will be required to complete paperwork for the activation of the card.

Questions regarding direct deposit or Rapid pay cards should be directed to the Risk Management Department 281-498-8110 X 29150.

PAYROLL DEDUCTIONS
Federal Withholding Tax - based on the information provided on form W-4 and your taxable gross income.

457 FICA Alternative Plan
Participation in this fund is a condition of employment. Alief ISD does not deduct for social security and therefore must provide an alternative program for temporary and part-time employees who are not eligible for Teacher Retirement membership. This program was mandated by the government on January 1, 1992 and is currently under a third party administrator. Deferred compensation will be invested in the following manner: 100 percent to a group fixed annuity policy with TCG Services. This deduction is 7.5 percent of gross pay and is non-taxable. Contributions to the 457 FICA plan are only made through payroll deductions.

Benefits are payable from the plan only as a result of the employee’s attainment of normal retirement age, death, disability, change in employment status or one year from the termination of service with the district. In order to receive a distribution of benefits from the Plan, the employee or beneficiary must file an application for distribution with the Plan Administrator.

It is the responsibility of the Substitute Teacher/Part-time Employee to notify TCG Services of any name, address, or beneficiary change. It is also the responsibility of the Substitute Teacher/Part-time Employee to request a Settlement of Account Form when eligible. If you have questions, please contact the Risk Management Dept. at 281-988-3860.

TCG Services
1-800-943-9179
SUBSTITUTE TEACHER PAY
A substitute, working in a teacher/professional position, will receive the following pay:

Non-degreed substitute with 60 to 89 undergraduate semester hours from an accredited college or university
$85.00 per day
• Eligible for day to day Teacher assignments, but NOT eligible for Teacher long-term or vacant assignments
• Eligible for day to day and long term/vacant position Para/Aide assignments

Non-degreed substitute with 90+ undergraduate semester hours from an accredited college or university
$90.00 per day
• Eligible for Teacher long-term assignments (ten or more consecutive days) $102.90
• NOT eligible for Teacher vacant position assignments (unfilled position)
• Eligible for day to day and long term/vacant position Para/Aide assignments

Substitute with a bachelor's degree from an accredited college or university
$95.00 per day
• Eligible for Teacher long-term/vacant position assignments $111.09
• NOT eligible for long term/vacant position Para/Aide assignments

*Certified teacher substitute
$105.00 per day regular
See chart below for long-term and vacant pay rates
• Eligible for Teacher long-term/vacant positions assignments
• Not eligible for ANY Para/Aide assignments
# Long Term and Vacant Position Pay Rates

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<th>Previous Yrs. of Exp.</th>
<th>Daily Rate Long-Term 10+ consecutive days</th>
<th>Daily Rate Vacant Position 5+ consecutive days</th>
<th>Previous Yrs. of Exp.</th>
<th>Daily Rate Long-Term 10+ consecutive days</th>
<th>Daily Rate Vacant Position 5+ consecutive days</th>
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*Certified teacher substitutes are required to submit service records in order to be paid for previous years of teaching experience. The previous teaching experience must have been at an accredited school and at least 90 full time days during each school year must have been worked to receive credit. A valid teaching certificate must have been held at the time of service. There will be no retroactive pay for years of service. Pay begins upon receipt of the original service record.*
**SUBSTITUTE PARAPROFESSIONAL PAY**

A substitute, working in a paraprofessional position, will receive the following pay:

**Special education aides and SAC monitors**

- $75 per day
- $80 per day for a person with a paraprofessional certificate issued by SBEC and 11+ years of acceptable experience in an accredited school *(service record required)*
- $80 per day for long-term assignments (ten or more consecutive days)

**All other paraprofessional positions**

- $65 per day
- $70 per day for a person with a paraprofessional certificate issued by SBEC and 11+ years of acceptable experience in an accredited school *(service record required)*
- $70 per day for long-term assignments (ten or more consecutive days)
- $75 per day for long-term assignments for a person with paraprofessional certificate issued by SBEC and 11+ years of acceptable accredited experience *(service record required)*

**Vacant Positions**

The No Child left Behind Act (NCLB) requires that individuals hired to work in vacant position assignments have a Bachelor’s degree, a standard teacher certificate, and are “highly qualified” in the subject content area. Alief ISD “highly qualified” vacant position substitutes (VPS) must have a Bachelor’s degree (or higher), a standard teaching certificate, and must have taken and passed the appropriate Texas certification content exam.

If Alief ISD staff cannot find individuals who have teacher certification and meet NCLB highly qualified teacher guidelines, we will consider hiring individuals as VPS who have a Bachelor’s degree (or higher) and the individual must provide documentation showing that s/he also meets one of the following criteria:

- Enrolled in a program to earn teacher certification and have passing test scores on the content TExES exam, or
- Enrolled in a program, and has a minimum of twenty-four college hours in a secondary content area

Non-certified individuals who meet the requirements indicated immediately above may be hired as a VPS; however, they do NOT have teacher certification and they do NOT meet NCLB “highly qualified teacher” guidelines. These individuals will NOT receive the vacant position rate paid to teachers who have certification and meet the NCLB “highly qualified teacher” guidelines.

Non-highly qualified vacant position substitutes will receive the appropriate long-term leave rate of pay.

Vacant position substitute assignments are not permanent. Campus administrators will continue to look for appropriately certified individuals to fill the vacant position. Substitutes can only serve in a vacant position assignment for a maximum of one school year.
RETIRED EMPLOYEES
Retirees may substitute after fulfilling the required break in service on an "on call" basis at the district's regular daily rate. The rates are as follows:

- $105.00 Certified teacher
- $80.00 Special education aides, and SAC monitors
- $70.00 All other paraprofessional positions

A retiree cannot be paid more than the regular daily rate (per TRS regulations) and **MAY NOT substitute in vacant positions.** Calling in the substitute request/absence on a daily basis for the same position to circumvent this rule could result in forfeiture of the retiree’s retirement. Retirees wishing to work in a capacity other than a substitute or in addition to substituting must have retired from TRS prior to 9/01/2005. Failure to comply with this requirement could result in the forfeiture of the retiree’s annuity. Please contact Deborah Guinn at Ext. 2063 or via email at Deborah.Guinn@aliefisd.net before taking an additional assignment.

**It is the retiree’s responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1-800-223-8778 or www.trs.state.tx.us**
ASSIGNMENT DESCRIPTIONS

Long Term Assignments
Individuals are selected by the principals and are coordinated through the Substitute Office. Upon accepting a long term assignment, the substitute MUST call the campus to report when he/she will be absent. DO NOT call the system to cancel your job.

Long Term Assignments for Teachers/Nurses
All substitutes with a degree or 90+ hours can be considered for a long-term assignment. Substitutes with a valid teaching certificate may receive credit for previous years of experience in an accredited school. Service records for every district that you are seeking pay for must be provided by the Substitute Teacher to the Substitute Office. The Substitute Teacher Office is not responsible for obtaining service records.

Vacant Position Pay
No Child left Behind Act (NCLB) guidelines indicate that individuals hired to work in vacant position assignments must meet requirements of a "highly qualified" teacher. Alief ISD "highly qualified" vacant position substitutes (VPS) must have a Bachelor’s degree (or higher) and teacher certification.

Vacant position substitute assignments are not permanent. Campus administrators will continue to look for appropriately certified individuals to fill the vacant position. Substitutes can only serve in a vacant position assignment for a maximum of one school year.

To qualify for vacant position pay you must work at least five (5) consecutive days in the same vacant position. The pay is retroactive to the first day of the assignment.

Half Day Assignments
This option is available at half of your daily rate.

It is permissible to work two half days if the work hours coordinate. Example: You could work an a.m. job at the high school and then a p.m. job at any other campus other than another high school. You could not work a.m. at the elementary school and then work a half day p.m. at the high school.
Risk Management
Hazardous Communication Information

Purpose and Rights
- It is required by the Texas hazard Communication Act that you be aware of hazardous chemicals that may be present in a work area.
- Additional training will be provided if you are in a high exposure assignment for a long period of time.
- The additional training will identify the specific chemicals you are exposed to (for example, in a science lab at the high school level).

Use and Interpretation
- Material Safety Data Sheets (MSDS) give detailed safety information regarding chemicals in the workplace.
- Material Safety Data Sheets are available in binders and/or on the Risk Management web page under “Safety in the Workplace.”

Chemicals in the Workplace
- Examples of chemicals you may be exposed to are adhesives, copy machine toner, and cleaning compounds.
- At Alief ISD the number of chemicals we are exposed to is minimal and is generally found in the Custodial or Maintenance Department or in Science and Career and Technology classes.

Proper Labeling
- All containers must be clearly marked and identified with the following items:
  - Substance
  - Hazard identification
  - First Aid measures
  - Fire fighting measures

Personal Protective Equipment (PPE)
- PPE needed should be identified on the MSDS.
- Includes:
  - Work gloves
  - Safety glasses
  - Rubber boots
  - Splash aprons

Acute and Chronic Effects:
- The toxic nature of chemicals will be listed on the label and the MSDS.
- Review prior to utilizing the chemical.

First Aid Treatment
- Identified on the chemical label and MSDS.
- Review prior to utilizing the chemical.
- Seek First Aid immediately from the campus nurse.

Safety Instructions
- Identified on the chemical label and MSDS.
- Review prior to utilizing the chemical.

Conclusion
- It is unlikely that you will ever handle or use chemicals in AISD.
- If you are in an assignment on a long-term basis where you will be required to use them, you will be given additional training at the campus level.
# Absence Management

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## Additional Absence Management Support
Additional information regarding the use of Absence Management can be found by logging into Absence Management and clicking HELP on the main page. The HELP tab will allow you to access all pages included here, Popular Questions, Videos & Interactive and more.
So, you want to change the PIN number you use to log into Absence Management? It's easy! Here's how:

First, open up the "Preferences" page by clicking the Preferences tab on the home page.

Now, choose the Change Pin tab.
Once in the "Change PIN" section, enter your old (current) PIN number, then enter and re-enter the new PIN. Click the big green **Save Changes** button to save.

That's it! You've now successfully changed your PIN in Absence Management!
Once you have logged into Absence Management, you will be taken to the home page. You may first be presented with notifications from the system. There are two types of notifications you can receive.

**Notifications**

**Web Alerts** - These are alerts that have been created by your district for substitutes to see. They will contain important information that may be useful to you. One you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time in your Absence Management website.

**Confirmations** - You can also receive notifications that you need to confirm. The example below is a notification telling the substitute that he has been removed from a job and their services are no longer needed. These notifications are very important and must be confirmed before you can move on to your home page.
Home Page

Once you have dismissed or confirmed all of your notifications (you may not have any), you will be able to view your home page.
Top Bar

At the very top of your home page, you will see a black bar with five different buttons you can click on.

Your Name - Clicking on your name will take you to the "Preferences" tab where you can change your personal information, PIN, and other settings.

Available Jobs - The number of currently available jobs will displayed in the green circle. Clicking on this option will bring you to the "Available Jobs" tab where you will see a list of the jobs that are ready for you to accept.

Notifications - The number of notifications (Web Alerts) you have will be displayed in the green circle. Clicking here will bring up a list of your current Web Alerts.

Questions - Click here to view the name and phone number of your district's Absence Management point person.

Logout - Clicking the Logout option will log you out of Absence Management and will bring you back to the login page.

Main Tabs

The main tabs on the home page let you quickly navigate to other places in your Absence Management website.
Home Tab - The tab with the blue house icon is your home page. You can click this tab from anywhere in the site to be taken back to the home page.

Available Jobs - Clicking this tab will take you to a page listing all of the currently available jobs.

History - The History tab will take you to a page where you can view the history of your jobs and Non-Work Days.

Feedback - Feedback is an optional feature in Absence Management where you can leave feedback about how your jobs went. If this feature is enabled by your district, you will see this tab. Click the tab to be taken to the "Feedback" section of the site where you can leave and view feedback.

Preferences - Clicking this tab will bring you to the "Preferences" area of your website. Here, you can change your personal information, PIN, preferred schools to work at, and call times.

Help - The Help tab will bring you to the "Absence Management Learning Center" where you will find articles, videos, and interactive guides to help you know how to use Absence Management. The Absence Management Learning Center is your go-to resource for all your questions!
Calendar

Just below the main tabs is your interactive calendar. The calendar will show you an overview of what days you are working and what days have available jobs.

The calendar is color coded to show the different types of days:

- **A black box** around a date represents that it is the current day.
- **Blue** days are past or scheduled jobs.
- **Green** days are days there are available jobs.
- **Gray** represents a Non-Work Day.

Use the back and forward arrows to either side of the calendar to move back and forward in time on the calendar.
Clicking on an individual day in the calendar will pop up information about that day. If there is an available job on that day, you can accept or reject it right from the pop-up.
Job Tabs

The main body of the home page will be your "Jobs" tabs. They can be found directly beneath the calendar. Clicking these tabs will not take you away from the home page but will change what you are viewing.

**Available Jobs** - This tab will bring up the view of the currently available jobs for you. The number on the tab represents how many available jobs there are.

**Scheduled Jobs** - This tab shows the currently scheduled jobs you have already accepted. The number on the tab represents the number of currently scheduled jobs.

**Past Jobs** - The "Past Jobs" tab brings up your job history for the past 30 days. The number on the tab represents the number of jobs in the last 30 days.

**Non Work Days** - This tab will show you your upcoming Non-Work Days as well as Non-Work days from the past 30 days. You can also create Non-Work Days from here. The number on the tab represents upcoming Non-Work Days and Non-Work Days from up to 30 days in the past.
By default you will be called for jobs during the time period set up by your school district. But you can customize these times or turn off calling all together if you wish. To edit your call times, click the Preferences tab on the home page.

Now, click the Call Times option in the "Preferences Menu".
You district's default morning and evening call times will be displayed. You can edit your call times by clicking the **Edit** button at the bottom of the screen for any day.

This will bring up a window where you can select the time you want to get called for that day of the week.
Don't Call Me - Choosing this option will set Absence Management to not call you at all on this day of the week.

Call me during the district call times - This will set your call times to the district default.

Call me between - Here, you can set the earliest and latest time you are willing to be called for this day of the week.

Once you have picked your settings, you have two options:

Apply to All - This will apply these settings to every day of the week.

Apply only to - This will only apply these setting to the day of the week you are editing.
Turning Off Calling

In the top right corner of the calling times area, you will see the following option:

To turn your calling from Absence Management completely off, choose the No option. You will then receive a warning pop-up from Absence Management.

Click OK to confirm. This means Absence Management will not call you with job offers but you will still be able to search for jobs online.
Absence Management 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.

Get to the "Preferred Schools" list by clicking the Preferences tab on the home page.

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.
Use the All or None buttons to clear out or fill in your list:

![Select buttons]

- Victoria County Community Schools
  - Administration Building
  - Beacon School
  - VC Elementary Schools
    - Coal Hill School
    - Columbia Elementary School
    - Duquesne Elementary School

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.
When you've finished, click Save to save changes.
It's easy to add or update personal information in Absence Management. Start by clicking the Preferences tab on the home page.

By default, Absence Management takes you right to the "Personal Info" page. To edit your information, click the Edit button.

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.

That's it!
Not only is Absence Management 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 Absence Management

To call Absence Management, 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 Absence Management, you can:

- Find available jobs - **Press 1**
  - To accept a job - **Press 1**
  - To hear the information again - **Press 2**
  - To reject a job - **Press 3**
  - To listen to the next job - **Press 4**
  - To replay the skipped job - **Press 5**
  - To return to the main menu - **Press 6**

- Review or cancel upcoming jobs - **Press 2**
  - To hear the information again - **Press 2**
  - To review an assignment in the next 7 days - **Press 3**
  - To listen to the next job - **Press 4**
- To return to the main menu - Press 6

- Review or cancel a specific job - Press 3
  - Enter the confirmation number followed by the # sign.
  - To cancel a job - Press 3
  - To listen to the next job - Press 4

- Review or change your personal information - Press 4
  - To change the name recording - Press 1
  - To change the PIN number - Press 2
  - To change the phone number - Press 3
  - To return to the main menu - Press *

When Absence Management Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Absence Management will automatically start calling substitutes, in an effort to fill the job. Keep in mind, when Absence Management calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Absence Management to hear a list of all available jobs.

When Absence Management calls you, 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 from Absence Management, you can:

- Listen to available jobs - Press 1
- Prevent Absence Management from calling again today - Press 2
• Tell Absence Management the Sub it is trying to reach is not available - **Press 3**

• 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, Absence Management will list the job details, and you will have the opportunity to accept or reject the job.
EXPERIENCE FEEDBACK

Last Updated: Jul 28, 2014 04:53PM EDT

Many districts use Absence Management to help collect data about their substitutes' job experience. If your district has opted to use this feedback feature, you will see a "Feedback" tab on your home page.

Leaving Feedback

Click on the Feedback tab to be taken to a list of all absences from the past 14 days that are waiting for your feedback. To leave your experience feedback, click the Leave Feedback button for the individual absence.
This will take you to a page where you can answer questions about how your job went. The first thing to do is choose an overall rating. This is a 1 to 5 star rating with 1 star meaning your job experience was "poor" and 5 stars meaning your job experience was "outstanding." Hover over and click on the number of stars you would like to give.

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

Above Average

Below the star rating, you will see a list of questions you can answer. These questions may have been customized by your district so the questions you see in this help article may differ from what you see on your web page. If any questions are marked with **, that means the district requires that you answer them before you can submit your feedback.

Please answer the following questions:
Questions marked with an *** are required

Notes regarding lesson plans
The lesson plans were helpful and well organized

I also taught...
There was extra time at the end of class so we moved into Chapter 3

Messages for the permanent teacher

Once you have marked your star rating and answered the questions, click the Submit button to
save your feedback. Once you submit your feedback, you will not be able to go back and edit it.

Reviewing Feedback

After you have left experience feedback for jobs in Absence Management, you can review the feedback for all jobs in the current school year. To do this, click the **Feedback that I left** tab in the Feedback section.

This will bring up a list of all jobs you have left feedback for in the current school year. You can view the star rating at the end of each job row. Click the **View Feedback** link to see the specific answers you gave on the feedback form for that job.
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</tbody>
</table>

**Leave Feedback**

This list includes all feedback for the current school year.

**Feedback that I left**

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Description</th>
<th>Confirmation #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chesterton, Ian</td>
<td>5th Grade</td>
<td>Report to Main Office</td>
<td>111857988 Females...</td>
</tr>
</tbody>
</table>

**Smith, Matt** | 3rd Grade Teacher | Report to Main Office | 122742000 Females... |
To view a list of your currently scheduled jobs in Absence Management, click the Scheduled Jobs tab on your home page. The tab will have a number on it indicating how many currently-scheduled jobs you have at this time.

When you click this tab, your scheduled jobs will be listed in the main window. The details of each job will be displayed including the name and title of the employee, the time of the absence, the duration, and the location of the job. Your confirmation number will also be listed here. The phone and map icons can be accessed on this page as well.
Email the Employee

If you have been given the permission in Absence Management to email employees, you may see a blue envelope icon in the job info.

Clicking this icon will open up the email client on your computer with the employee's email address already typed in.
Attachments

To view the attachment, click the paperclip icon.

This will open a pop-up window with the attachment(s) listed. Click the attachment icon to open it up.

Cancelling a Job

Depending on the permissions given to you in Absence Management, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. An example of this would be if a job is too close to its start time Absence Management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red Cancel button.
When you click the Cancel button, you will see a pop-up window asking you if you are sure you want to cancel the absence. Choose a cancellation reason from the dropdown box provided. Then, click **Yes, Cancel Job** to confirm.

After you have canceled the absence, you will see a pop-up letting you know the absence has been successfully cancelled. Dismiss the pop-up by clicking the X.
In Absence Management, finding and accepting available jobs is as easy as pie! From your home page, here are two places you can click to access a list of jobs that you are qualified and available to fill. Available jobs will show up in the black info bar at the very top of the page and on the Available Jobs tab.

The fastest way to find jobs is the "Available Jobs" section on the home page below the calendar. Here, you'll see a list of jobs that you are qualified and available to accept.

Viewing the Job Details

All the important job details are here, like the name of the employee you will be subbing for, the location of the job, the date and time of the job, and more.
There are other details about the job (notes, attachments, and multi-day jobs) that will show here too.

**View the Job's Notes**

The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the *icon* to view the notes.

The notes for this job will pop up for you to view. To exit the notes, click the *X* in the top right corner of the pop-up.
Multi-Day Jobs

Some jobs in your available jobs list may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it.

On multi-day jobs, you won't see an "Accept" button right away. To view the individual days, click the See Details button.

This will reveal each individual day for the job, as well as a new button, Accept Multi-Day.
Phone Number and Map

In each job listing, there will be an icon for the school's phone number as well as a map to the school.
Click on the green phone icon to have the school's phone number pop up. If the icon is gray, that means the school's phone number is not available.

Click the orange map icon to open Google Maps with directions to the school's location.

Accepting or Rejecting Jobs

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

Rejecting a Job

To reject a job, all you have to do is click the Reject button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.
In Absence Management, you will have the ability to view the details of your job history any time you want.

**Past Jobs**

If you want a quick view of the jobs you have worked in the past 30 days, you can see that right on your home page under the "Past Jobs" tab. On the tab, there will be a number indicating the number of jobs you have had in the past 30 days.

**History Tab**

If you would like to go further than 30 days into your job history, you can click the History tab on the home page.
This will open your job history and default to showing you the last 60 days. You can pick from the set date ranges at the top of the report or choose a custom date range to view.
To create a custom date range, click the **Custom** option. A date range selector will pop up. Enter your custom date range and click the **Go** button to bring up the jobs for that range.
This guide is designed to give more information about the multiple-district substitute functionality in Absence Management. This will enable you to access the system with a single PIN of your choice and will also allow you to manage your schedule across the various districts you work with.

The system recognizes you as a multiple district substitute by matching your first name, last name, and phone number. If the system detects matching information for you in more than one district using Absence Management, you will be considered a multiple-district substitute. You may also add districts that you have already signed up for that are not automatically detected. If you have been recognized as a substitute that works in multiple districts, you will see a message prompting you to create a 6-digit Multi-District PIN number. Click here to learn more about creating a multi-district PIN.

Searching for Jobs

When you log into Absence Management using your 6 digit multi-district PIN, you will see jobs from all of your districts in the "Available Jobs" tab. The location will now show not only the name of the specific school but also the name of the school district the job is at.
You can filter the search results according to school district by using the filter button at the top right corner.

Managing Preferences

Under the "Preferences" tab, you will have the option to manage your personal information, PIN, preferred schools, call times, and more.
To change your personal information, click the **Edit** button for the district you want to change your personal info for. Once in edit mode, you will be able to choose to apply any changes to just the one district or to all districts.

When changing things like your Call Times and Preferred Schools, you will be given the option of which district you want to make these changes for.

**Adding a New District**

Occasionally, you might encounter a situation where a district that you have signed up with is not automatically showing as an option to add in your district list. This may be because you do
not have a perfect match in this district to your current phone number, first name, and last name. However, you do have the option to enter the ID and PIN for the district you would like to add manually. To do this click the District List option under the "Preferences" tab.

This will open up the list of districts you are already associated with. Click the Add a district button to add a district that is not in the list. Once you've clicked the Add a district button, you will be asked to log in with the Login ID and PIN you were provided by the district.