

# Substitute Handbook

## 2011-2012



Indian Prairie Community Unit School District 204

780 Shoreline Drive  
Aurora, Illinois 60504

[www.ipSD.org](http://www.ipSD.org)

630-375-3000 ph- 630-375-3006 fax



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## Information At-A-Glance

### Indian Prairie School District 204 Contacts:

Rubystine York-Rhodes- Administrative Assistant to the Assistant Superintendent of Human Resources, 630-375-3055 or rubystine\_york@ipspd.org

Renithea Williams-Donson, HR Leave Specialist/ Aesop & Substitute Administrator, 630-375-3059 or renithea\_williams@ipspd.org

Nadeen Chmill, Payroll Specialist 630-375-3773 or nadeen\_chmill@ipspd.org

### Useful Contacts:

DuPage Regional Office of Education, 421 N. County Farm Road, Wheaton, IL 60187  
[www.dupage.k12.il.us](http://www.dupage.k12.il.us), 630-407-5800 (Certification Dept)

Illinois State Board of Education: [www.isbe.net](http://www.isbe.net)

Illinois Certificate Information: [www.isbe.net/ecs](http://www.isbe.net/ecs)

Teacher's Retirement System: <http://trs.illinois.gov> or 800-877-7896

To look for and accept assignments:

**Aesop** (Automated Educational Substitute Operator)

[www.aesopeducation.com](http://www.aesopeducation.com) or 1-800-942-3767

**My User ID:**

**My Pin:**

To ensure you get paid for your substitute assignment:

**Kronos**

<https://kronos.ipspd.net/wfc/html/ess/logon.jsp>

**My Username:**

**My Password:**

## Disclaimer

This Substitute Handbook is for your use as a source of information about Indian Prairie Community Unit School District 204 and your substitute role. Nothing in this Handbook creates or is intended to create a contract of employment, either expresses or implied. Nor does the Handbook provisions establish an employment relationship where one would not otherwise exist. You are an at-will employee or independent contractor of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause.

Please note that you are subject to the policies of the District's Board of Education. Some, but not all, of those policies are summarized in the Handbook. In the event that a Board of Education policy and/or applicable law conflicts with a provision in the Handbook, the policy and/or law shall control.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

## Requirements to be a Substitute Teacher

1. Complete an online application.
2. Must have a Substitute Authorization Form for Dupage county.( This can be obtain through the Dupage Regional Office of Education).
3. Must have a valid Illinois teaching or substitute (type 39) certificate registered with the DuPage County Regional Office of Education for the current year along with at least 2 years of verifiable substitute teaching with another school district.
4. Must have photocopies of all academic transcripts.
5. Must complete Teacher Retirement System (TRS) enrollment/beneficiary forms.
6. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCF).
7. Successfully complete a criminal history background investigation.
8. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.(See *Health Requirements*)
9. Complete the INS Form #I-9, Employment Eligibility Verification.
10. Have a current telephone number.
11. Provide his/her own transportation.
12. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

## Requirements to be a Substitute Teacher Assistant

1. Complete an online application
2. Must have a valid Paraprofessional Approval registered with the DuPage County Regional Office of Education or a teaching certificate.
3. Read and sign an Acknowledgement of Mandated Reporter Status statement (DCF).
4. Successfully complete a criminal history background investigation.
5. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.(See *Health Requirements*)
6. Complete the INS Form #I-9, Employment Eligibility Verification.
7. Have a current telephone number.
8. Provide his/her own transportation.
9. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

## Requirements to be a Clerical Substitute

1. Complete an online application
2. Read and sign an Acknowledgement of Mandated Reporter Status statement(DCF).
3. Successfully complete a criminal history background investigation.
4. Have written evidence of physical fitness (physical exam) and a negative tuberculosis test taken within the last 90 days.(See *Health Requirements*)
5. Complete the INS Form #I-9, Employment Eligibility Verification.
6. Have a current telephone number.
7. Provide his/her own transportation.
8. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.

## Health Requirements

All staff working with children in schools in Illinois must have a negative tuberculosis x-ray or skin test. Chest X-rays or skin tests are acceptable. X-rays or skin tests can be obtained from the DuPage County Health Department (630-682-7522) for a minimal cost. The State also requires that evidence of physical fitness and freedom from communicable disease (a physical examination) is on file with the District. A licensed physician must perform the physical examination. Once on file, these exams do not need to be repeated.

## Blood Borne Pathogen Training

In accordance with the OSHA Blood Borne Pathogens standard, 29CFR 1910.1030, an exposure control plan has been developed for Indian Prairie Community Unit School District 204. This plan covers all employees who could be in contact with blood and other potentially infectious materials as the result of performing their job duties. All new or returning substitutes must participate in the Blood Borne Pathogen training each year, which is completed online (<http://www.gcctraining.com>).

## Certification

Both Illinois certified teachers (type 03, 04, 09, 10, 73) and those with a substitute certificate (type 39) must be current. A substitute teacher with only a substitute certificate may teach in place of a certificated teacher for a period not to exceed 90 paid school days in any one school district in any one school term. Those with a substitute certificate are not eligible for long term substitute placements. A teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term. (It is the substitute's responsibility to keep track of this information). Please refer to Board Policy #550.01 ([http://board.ipisd.org/Uploads/Policies/550\\_01.pdf](http://board.ipisd.org/Uploads/Policies/550_01.pdf)).

Substitute teachers working with a substitute teaching certificate only, are not required to complete a Certificate Renewal Plan. Substitute teachers who hold a Standard and/or Master teaching certificate(s), and work in a district less than 120 days, are not required to complete a Certificate Renewal Plan. Those who hold a Standard and/or Master teaching certificate(s), and work in a district 120 or more days, need to contact the DuPage ROE at (630) 407-5800 for specific instructions.

Transcript evaluation ([www.isbe.net/certification](http://www.isbe.net/certification)):

**American Association of Collegiate Registrars and Admissions Officers (AACRAO)**  
<http://www.aacrao.org/credential/>

**Consultancy on International Education**  
<http://www.international-education.com>  
 Email: [cie@international-education.com](mailto:cie@international-education.com)

**Educational Credential Evaluators, Inc. (ECE)**  
<http://www.ECE.ORG>

**Educational Perspectives**  
<http://www.educational-perspectives.org>

**Josef Silny & Associates, Inc.**  
<http://www.jsilny.com>

**World Education Services**  
<http://www.wes.org/>

## Professional Responsibilities of the Substitute

All substitutes must first report to the **school's main office** to pick up a substitute staff badge, the substitute folder and log into Kronos.

Substitute teachers are required to complete the work related to the teaching day. This includes but not limited to the following:

1. **Never leave students unattended.**
2. Carry out lesson plans left by the regular teacher.
3. Maintain classroom discipline with exemplary classroom management skills/techniques
4. Complete the regular assignments of the teacher, including supervision assignments such as: bus duty, hall duty, study hall, and lunchroom/recess duty.
5. Complete all reports normally required of the regular teacher, including attendance.
6. Whenever possible, correct papers for assignments given during the substitute's stay in the classroom.
7. Maintain a high level of integrity with regard to confidential information about students, parents, staff, and other school related matters.
8. Be ready and willing to work as needed with administrative personnel during free periods. If a substitute employee is asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods, that substitute employee is **expected** to do so. A substitute employee will not receive additional pay for working during a regular teacher's free periods.
9. Please do not eat or drink in the classroom - (a water bottle **ONLY** is acceptable).
10. Cell phone and laptop use is **not permitted** during instructional time. To ensure that students are not disrupted, please turn your cell phone off or on silent.

If a substitute has questions about any of the above or any other responsibilities, contact the building administrator, grade level leader, team coordinator, department chairperson or Substitute Administrator.

Please refrain from making adverse comments about the regular teacher or his/her procedures to the students. Avoid discussion of students, teachers, or procedures at other buildings, especially in the teacher's lounge. Share any concerns by using the substitute feedback sheet on Aesop or talk to an administrator.

## Student Discipline

The teacher/substitute teacher has the primary responsibility for discipline in the classroom. Should serious disciplinary issues occur, immediately obtain the assistance of the principal, assistant principal or other appropriate school personnel in maintaining discipline in the classroom. Please read and follow the classroom discipline plan. If no discipline plan is included in the substitute teacher plans, ask a fellow teacher and leave a note requesting this plan be included for future needs.

## Student Safety

Each member of the staff is responsible for the safety of students under his/her charge. At the elementary level, if a child appears to be ill or hurt, contact the main office. Generally, a nurse or health assistant is on duty at all times at the middle schools and high schools.

## Emergency Procedures in the Building

Substitutes should take a few minutes to become familiar with the building and the emergency procedures for the building. If the information cannot be located, please request it from the main office.

Instructions for fire and tornado drill exit procedures are posted near the door of each room. If the class is away from the classroom when the fire alarm sounds, leave the building through the nearest exit and proceed to a safe distance away from the building.

## Appearance

Professional appearance (business casual attire at a minimum) and neat grooming are expected of all substitutes in District 204. Inappropriate attire includes, but is not limited to, low cut pants (includes, capris, shorts, skirts, jeans, etc), bare midriff shirts (shirts must cover torso), exposed undergarments, and shirts with foul or inappropriate language and/or images.

## School Board Policy

Indian Prairie School District 204 policy states that smoking on district property is not permitted. If you smoke, please use your car and move it off school grounds. Use of alcohol or drugs on district property is strictly prohibited.

The following Board Policies are available for review in each building's main office or on the district web site: [www.ipspd.org](http://www.ipspd.org):

Student-Staff Interaction - [http://board.ipspd.org/Uploads/Policies/500\\_19.pdf](http://board.ipspd.org/Uploads/Policies/500_19.pdf)

Americans' With Disabilities Act - [http://board.ipspd.org/Uploads/Policies/500\\_23.pdf](http://board.ipspd.org/Uploads/Policies/500_23.pdf)

Sexual Harassment - [http://board.ipspd.org/Uploads/Policies/500\\_20.pdf](http://board.ipspd.org/Uploads/Policies/500_20.pdf)

Methods of Communication - [http://board.ipspd.org/Uploads/Policies/805\\_02.pdf](http://board.ipspd.org/Uploads/Policies/805_02.pdf)

## Emergency School Closing Information

Substitutes can obtain district school closing information during severe weather by: 1) checking Aesop; 2) checking the district website: [www.ipspd.org](http://www.ipspd.org); 3) calling the District office at 630-375-3000, 4) checking local television stations, or 5) calling the Emergency Closing Center Hotline at 1-312-222-SNOW. Begin by dialing the Hotline number, and then enter the school's main phone number, beginning with area code. Staying on the line and entering the area code and the main number of the school can obtain information for additional schools.

## Change of Personal Information

Substitutes can update their phone number and email address in Aesop. Changes in personal information (address) should be made with the Human Resources department.

## Assignment of Substitutes

Substitutes are not given a guarantee of a minimum number of assignments, but every effort is made to distribute assignments evenly. An assignment is made available on the Aesop website and by phone calls from the automated system.

Substitutes need to make themselves available for a reasonable percentage of placements. We understand that a substitute may not be able to accept an assignment at all times. It is the responsibility of the substitute to contact the Substitute Administrator and advise he/she of their inability to substitute due to personal or medical reasons. However, if several attempts to utilize the services of a substitute are met with refusals (**90 days of inactivity**), you will be removed from the substitute roster.

## Procedures for Substitute Placements

Substitute assignments are done through an automated placement system called **Aesop** (Automated Educational Substitute Operator). The system is available 24 hours a day, 7 days a week via the internet or phone (www.aesoponline.com OR 1-800-942-3767). Substitutes can expect a call between 5:00 AM and 11:00 AM and 4:00 PM and 10:00 PM( Unless other time frames have been established). Calls in the morning are for placements for that day only. In special cases, substitutes are called during school hours for assignments for that day. Assignments are not guaranteed and are based on the needs of the building.

Please keep your Aesop **ID and Pin number and Phone System Instructions** in a safe and handy place so that you can refer to them if needed.

If you are going to be unavailable for an extended period of time, please indicate that in your Aesop Interactive calendar and notify the Aesop Administrator. If you are unavailable for 90 days or more, you will be removed from the substitute roster.

Cancellations are done through Aesop unless you are within one (4) hours of your reporting time. You will need to contact the appropriate building secretary in addition to logging into Aesop to cancel the assignment. Phone numbers of the buildings are located at the end of this handbook as well as available on our website. Should you become ill and cannot finish an assignment, contact the building administrator/secretary immediately so that a new substitute can be obtained. **\*Please do not leave your assignment without notifying the appropriate personnel.**

## Aesop Quick Tips

1. The call is programmed to show up as 1-800-942-3767 on the Caller ID display.
2. The system is voice activated. When the system calls a substitute for an available assignment, it will not begin to read the job until the substitute picks up the phone and makes a sound (typically by saying “hello”).
3. If the substitute is using a “telezapper” or some other device that blocks calls that were dialed by a computer, sub will typically not receive calls from Aesop either.
4. Substitutes are able to use their cell phones with Aesop without difficulty.
5. When the system calls a substitute, it only asks for the PIN number. When the substitute calls into the system, it asks for both the ID and PIN number.
6. There are no outbound calls on Friday night, all day Saturday or Sunday morning.
7. The system will make outbound calls up to two (2) days in advance of the start of the absence.
8. If a substitute hangs up on Aesop prior to entering the PIN, the call is “aborted” and sub will not be called for another job for one (1) hour. If the substitute hangs up on Aesop after entering the PIN or rejects the assignment by pressing 3, the call was “rejected” and sub will be called for the



next job in 15 minutes. If there is no answer or the phone is busy, Aesop will call next in 20 minutes.

9. Pressing the “\*” key at any time on the phone system takes the user back to the previous menu.
10. Calls placed by Aesop in the morning are for that day’s absences ONLY. The system will call in the evening for absences the next day or two days away.

## Assignment to Regular Teaching Status

To be considered as a long-term substitute teacher or hired as a certified teacher, a substitute must have an Illinois teaching certificate (elementary (type 03), secondary (type 09), or special (type 10)). Each year a number of substitutes are employed for long-term assignments or as full-time teachers. If a substitute wishes to be considered for leave of absence assignments or permanent positions, please complete an online application for that vacancy or contact the building administrator.

## Removal from the Substitute Roster

Substitutes may be removed from the substitute roster at their request or based upon request(s) from several building administrators that substitutes not return to their respective buildings. The Human Resources Department will make the final decision and resolution.

## Compensation & Benefits

Substitute teachers are paid a daily rate of **\$85.00**.

Teacher assistant substitutes and clerical substitutes are paid **\$10.75 per hour**.

If a substitute teacher is on a long-term assignment (covering for the same teacher) the long-term substitute pay rate will be **\$226.99 per day**. Please refer to board policy #550.02 included at the end of this handbook.

Substitute teachers who report to a building as directed for a substitute assignment and upon arrival at the building are directed to another substitute assignment must take the changed substitute assignment. If you choose to decline the new assignment you will not be paid. If you arrive at a building and no substitute assignment is available - due to building and/or scheduling error - you will be paid for no less than one-half day of work. (Final decision will be made by the Human Resources Department). For example, if a substitute teacher comes in to work for an absent teacher and that assignment is no longer available, but a teaching assistant position is available, the substitute should take the teaching assistant assignment. If the substitute declines the assignment, he or she will not be paid. Substitute teacher assistants will be paid for one hour of work due to scheduling and/or building errors..

All substitute teachers contribute to TRS rather than FICA. For more information regarding the specifics of these retirement plans, please contact <http://trs.illinois.gov> or [www.socialsecurity.gov](http://www.socialsecurity.gov).

Substitutes are covered under workmen's compensation insurance for any injury sustained in the normal course of school duties. Please report an injury to the building administrator and complete an Accident Report Form (found in each school’s main office) on the same day as the accident occurs.

The district does offer direct deposit to all substitute employees. Substitutes do not receive fringe benefits from District 204.

In Summary

Certified Substitute:	Subject to TRS and Medicare \$85 per day
Long-Term Certified Substitute:	Subject to TRS and Medicare \$226.99 per day
Certified Substitute acting as Teaching Assistant:	Subject to FICA and Medicare (No TRS) \$10.75 per hour
Teaching Assistant or Clerical Substitute:	Subject to FICA and Medicare (No TRS) \$10.75 per hour

**Pay Dates for 2011-2012**

Pay dates are on the 15<sup>th</sup> and the last day of the month. If either of those should fall on a weekend, you will be paid on the Friday before. You are paid approximately two weeks after your dates worked. For example, if you work between January 1-15, you are paid on January 31 for those days. Any exceptions to this schedule will be highlighted and noted below. Please remember to log yourself into Kronos and keep a record of the days you worked. **If there are questions regarding a paycheck, please contact Nadeen Chmill (630-375-3773) in the Payroll Department.**

07/15/11	10/14/11	1/13/12	4/13/12
07/29/11	10/31/11	1/31/12	4/30/12
08/15/11	11/15/11	2/15/12	5/15/12
08/31/11	11/30/11	2/29/12	5/31/12
09/15/11	12/15/11	3/15/12	6/15/12
09/30/11	12/22/11	3/30/12	6/29/12

## Kronos

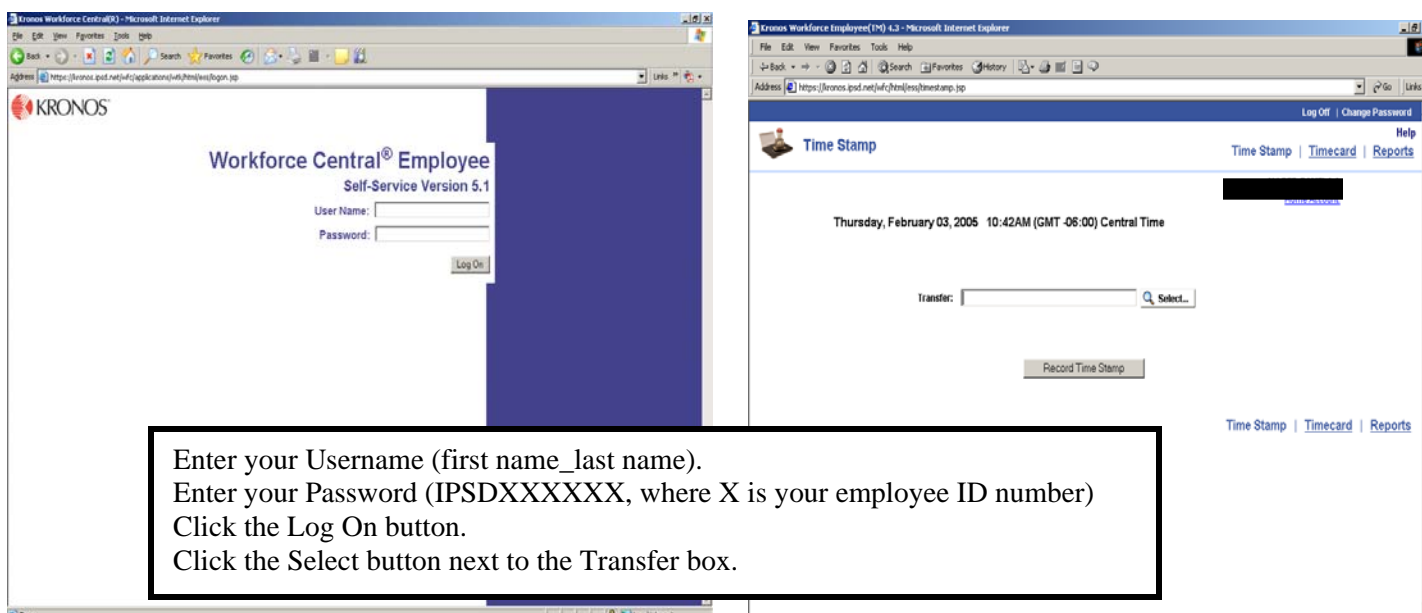
Indian Prairie School District 204 has implemented an automated time system called Kronos in order to eliminate the manual processing of timesheets. This is a web-based system that allows workers and supervisors easy and accurate access to your time. Each employee and substitute of District 204 has been assigned a username and ID number for use with this system. Your username is:

«**First\_Name**»\_«**Last\_Name**». Your ID Number is **IPSDXXXXXX**. Please remember to use all 6 digits of your ID number when logging into the system. If the ID number cannot be located, please contact the receptionist (630-375-3000) who will email the ID number to you.

The elementary schools record their time in a website using a PC. The middle and high schools record their time using either a PC or Kronos keypad terminal. Directions for using both the PC and terminal are immediately below. Building secretaries can assist in recording time, should there be any questions.

### *Instructions for recording your time on a PC*

The Kronos application will be set up as either a shortcut on the start menu or a “Favorites” in Internet Explorer. Be sure to ask the building secretary when you check in at the school where the application is located. The website address is <https://kronos.ipsd.net/wfc/applications/wtk/html/ess/logon.jsp>



Enter your Username (first name\_last name).  
 Enter your Password (IPSDXXXXXX, where X is your employee ID number)  
 Click the Log On button.  
 Click the Select button next to the Transfer box.

Use this page to indicate your position and location.

- Pay Type - Select the role you are performing (ex: SBTF- Substitute Tchr Full Day)
- Location – your building location
- Work Rule – this code indicates whether you are a regular substitute or if you are performing an extra period of substitute work.

Once you've selected the correct Pay Type and Location, click the OK button and you'll be brought back to the Time Stamp homepage.

Notice, the Transfer box is filled in with your entry.

Click the Record Time Stamp button and you'll be brought to a confirmation screen.

Click the OK button and your time stamp will be processed. You will be returned to the Time Stamp homepage, where you Log Off.

To Record your out punch:

1. Log On
2. Click the Record Time Stamp button on the Time Stamp Homepage.
3. Click the OK button on the confirmation screen and your out punch will be processed.
4. Click the Log Off link in the upper right hand corner of the page.

## ***Instructions for recording time using a Kronos keypad terminal***

### Record your in punch

1. Find the activity/position you are performing on the terminal screen.
2. Press the blue key next to it.
3. Confirm the date is correct and use the blue down arrow key or Enter key to move down to the "Enter Badge" field.
4. Enter your employee ID number and press the Enter key.

### Record your out punch

1. Enter your employee ID number (all 6 digits) and press the Enter key.

If you perform extra period substitute work, you will need to use the End Activity button prior to punching in for the extra period.

If you happen to make a mistake, you can use the ESC (Escape) or CLR (clear) key. Please inform the building secretary if you completely process an incorrect punch.



### Positions you will see on the terminal

1. Sub Teacher (Full Day)
2. Sub Teacher (Half Day)
3. Sub for TA or Clerical
4. Sub Nurse
5. Sub Teacher 1<sup>st</sup> extra period
6. Sub Teacher 2<sup>nd</sup> extra period
7. Sub Teacher 3<sup>rd</sup> extra period
8. More
9. Athletic Worker
10. Lunchroom Supervisor
11. Medication Nurse & Sub
12. Teacher Aide Training
- 13. End Activity**
14. Blank Option
15. Review Punches
16. More

## Work Hours

### Prairie Children Preschool

#### Substitute Teacher Hours:

7:50 – 3:25 – All day  
 7:50 – 11:45 – AM half-day  
 11:45 – 3:25 – PM half-day

#### Substitute Teacher Assistant Hours:

7:50 – 3:20 – All day  
 7:50 – 11:20 – AM half day  
 11:20 – 3:20 – PM half day

### Elementary Schools

#### Substitute Teachers Hours:

8:15 – 3:50 All day  
 8:15 – 12:00 AM half day  
 12:00 – 3:50 PM half day

#### Substitute Teacher Assistant Hours:

8:20 – 3:50 All day  
 8:20 – 12:05 AM half day  
 12:05 – 3:50 PM half day

### Middle Schools

#### Substitute Teacher Hours

7:30 – 3:05 All day  
 7:30 – 11:15 AM half day  
 11:15 – 3:05 PM half day

#### Substitute Teacher Assistant Hours

7:35 – 3:05 All day  
 7:35 – 11:20 AM half day  
 11:20 – 3:05 PM half day

### High Schools – Metea Valley, Neuqua Valley, and Waubonsie Valley

#### Substitute Teacher Hours

7:10 – 2:45 All day  
 7:10 – 10:55 AM half day  
 10:55 – 2:45 PM half day

#### Substitute Teacher Assistant Hours

7:10 – 2:40 All day  
 7:10 – 10:55 AM half day  
 10:55 – 2:40 PM half day

### Indian Plains Alternative High School & Middle School Academy

#### Substitute Teacher Hours

7:25 – 2:55 All day  
 7:25 – 11:10 AM half day  
 11:10 – 3:00 PM half day

#### Substitute Teacher Assistant Hours

7:25 – 2:55 All day  
 7:25 – 11:10 AM half day  
 11:10 – 2:55 PM half day

Clerical Substitute Hours – Varies based on the hours of the permanent employee in that position.

## List of Schools & Directions

### **Crouse Education Center (Administrative Offices)**

375-3000

780 Shoreline Drive Aurora, IL 60504

The Crouse Education Center is located in the Meadow Lakes Office Park north of Montgomery Road and south of Ogden Avenue, east of Frontenac Road and 1 block west of the intersection of Ogden Avenue and 75th Street. Turn south off Ogden Avenue onto Meadow Lakes Boulevard and continue to Shoreline Drive. Turn east (left) onto Shoreline Drive and continue to the second building on the left. To enter Prairie Children Preschool, turn south off Ogden Avenue onto Meadow Lakes Boulevard and continue to the first street on your left – Prairie Lake Court. Turn left and continue to the last building on the right.

### **Prairie Children Preschool – Crouse Education Center**

375-3030

780 Shoreline Drive Aurora, IL 60504

The Crouse Education Center is located in the Meadow Lakes Office Park north of Montgomery Road and south of Ogden Avenue, east of Frontenac Road and 1 block west of the intersection of Ogden Avenue and 75th Street. Turn south off Ogden Avenue onto Meadow Lakes Boulevard and continue to Shoreline Drive. Turn east (left) onto Shoreline Drive and continue to the second building on the left. To enter Prairie Children Preschool, turn south off Ogden Avenue onto Meadow Lakes Boulevard and continue to the first street on your left – Prairie Lake Court. Turn left and continue to the last building on the right.

Sally Osborne – Principal

### **Prairie Children Preschool- Frontier Campus**

2244 W. 95<sup>th</sup> Street, Suite 200 Naperville, IL 60564

428-5570

The Frontier Campus is located on the south side of 95<sup>th</sup> Street between Route 59 and Book Road.

Sally Osborne- Principal

## Elementary Schools

### **Brookdale Elementary School**

1200 Redfield Road Naperville, IL 60563

428-6800

Brookdale is located north of North Aurora Road and south of Diehl Road, east of Route 59 and west of Raymond Drive in the Brookdale subdivision. From Raymond Drive, turn west onto Redfield Road.

Brian LeCrone – Principal

### **Gwendolyn Brooks Elementary School**

2700 Stonebridge Boulevard Aurora, IL 60504

375-3200

Brooks is located north of Liberty Street and south of North Aurora Road (Indian Trail Road in Aurora), west of Eola Road and east of the DuPage/Kane County border in the Stonebridge subdivision. From Route 59 turn west onto North Aurora Road, continue past Eola Road and turn south (left) onto Stonebridge Boulevard. The school is on the southwest corner of Indian Trail Road and Stonebridge Boulevard.

David Younce – Principal

**Wayne Builta Elementary School**

1835 Apple Valley Road Bolingbrook, IL 60490

226-4400

This site is located in the Cider Creek subdivision north of 111th Street and south of Boughton Road, west of King's Road and east of Plainfield-Naperville Road. Turn south off Boughton Road onto Apple Valley Road.

Randy VanWaning – Principal

**Robert E. Clow Elementary School**

1301 Springdale Circle Naperville, IL 60564

428-6060

below is located north of 95th Street and south of 87th Street, east of Book Road and west of Plainfield-Naperville Road. Turn north off 95th Street onto Long Acre Drive, turn left (west) onto Springdale Circle. Continue on Springdale Circle past Gregory Middle School.

Sarah Nowak – Principal

**Mary Lou Cowlishaw Elementary School**

1212 Sanctuary Lane Naperville, IL 60540

428-6100

Cowlishaw is located north of 75th Street and south of Ogden Avenue, east of Route 59 and west of Book Road in the Ivy Ridge subdivision. Turn south off Ogden Avenue onto Fort Hill Drive. Turn east (left) onto Sanctuary Lane.

Claudette Walton – Principal

**Fry Elementary School**

3204 Tallgrass Drive Naperville, IL 60564

428-7400

Fry is located north of 103<sup>rd</sup> Street and south of 95<sup>th</sup> Street, east of the EJ & E Railroad tracks and west of Route 59. Turn west off Route 59 onto 95<sup>th</sup> Street. Turn south (left) onto Tallgrass Drive and proceed to site. Fry is located in the Tallgrass subdivision.

Maira Arzich – Principal

**Georgetown Elementary School**

995 Long Grove Drive Aurora, IL 60504

375-3456

Georgetown is located north of Montgomery Road and south of Ogden Avenue, east of Eola Road west of the EJ&E Railroad tracks in the Georgetown subdivision. Turn south off Ogden Avenue onto Long Grove Drive.

Kim Stephens – Principal

**Peter M. Gombert Elementary School**

2707 Ridge Road Aurora, IL 60504

375-3700

Gombert is located north of 87th Street and south of Montgomery Road, east of Eola Road and west of the EJ&E Railroad tracks. Turn south off Montgomery Road onto Ridge Road.

Jeremy Ricken– Principal

**V. Blanche Graham Elementary School**

2315 High Meadow Road Naperville, IL 60564

428-6900

Graham is located north of 119th Street and south of 111th Street, east of Route 59 and west of Book Road in the High Meadow subdivision. Turn south off 111th Street onto Thatcher Drive. Follow to High Meadow Road and turn west (right) to school.

Joan Peterson – Principal



**Oliver Julian Kendall Elementary School**

2408 Meadow Lakes Drive Naperville, IL 60564

428-7100

Kendall is located north of 111th Street and south of 103rd Street, east of Route 59 and west of Book Road in the Clow Creek subdivision. Turn west off Book Road onto Wicklow Road. Continue to Pradel Drive, turn south (left) to Meadow Lakes Drive. The school is located on the southwest corner of Pradel Drive and Meadow Lakes Drive.

Lena Guerrieri – Principal

**Longwood Elementary School**

30W240 Bruce Lane Naperville, IL 60563

428-6789

Longwood is located north of North Aurora Road and south of Diehl Road, east of Eola Road and west of Route 59. Turn west off Route 59 onto Bruce Lane.

Laura Devine Johnston – Principal

**May Watts Elementary School**

800 Whispering Hills Drive Naperville, IL 60540

428-6700

Watts is located north of 75th Street and south of Oswego Road, east of Rickert Drive and west of Plainfield-Naperville Road. Turn south off Oswego Road onto Whispering Hills Drive.

Michael Raczak – Principal

**McCarty Elementary School**

3000 Village Green Drive Aurora, IL 60504

375-3400

McCarty is located north of Ogden Avenue and south of McCoy Drive, east of Eola Road and west of Frontenac Road. Turn north off Ogden Avenue onto Long Grove Road, turn east (right) onto Village Green Drive.

Kim Earlenbaugh – Principal

**Owen Elementary School**

1560 West Glen Drive Naperville, IL 60565

428-7300

Owen is north of Bailey Road, south of 75<sup>th</sup> Street, east of Plainfield Naperville Road and west of Modaff Road. Turn west off Modaff Road onto Bailey Road. The school is located on the northeast corner of Bailey and West Glen.

Jason Bednar – Principal

**Patterson Elementary School**

3731 Lawrence Drive Naperville, IL 60564

428-6500

Patterson is located north of 104th Street and south of 95th Street, east of Book Road and west of Plainfield-Naperville Road in the Ashbury subdivision. Turn north off 104th Street onto Lawrence Drive.

Michelle Frost – Principal

**Peterson Elementary School**

4008 Chinaberry Lane Naperville, IL 60564

428-5678

Peterson is located north of 111<sup>th</sup> Street and south of Wolfs Crossing, east of 248 and west of Route 59. Turn south on 248 Avenue from Wolf's Crossing. Turn west on 103<sup>rd</sup> street to Honey Locust. School is located on the left side.

Terri Russell – Principal

**Reba O. Steck Elementary School**

460 Inverness Drive Aurora, IL 60504

375-3500

Steck is located north of Ogden Avenue and south of New York Street, east of the DuPage/Kane County border and west of Eola Road in the Oakhurst subdivision. Turn west off Eola Road onto McCoy Drive. Continue to Inverness Drive and turn south (left).

Elizabeth Pohlmann – Principal

**Spring Brook Elementary School**

2700 Seiler Drive Naperville, IL 60565

428-6600

Spring Brook is located north of 95th Street and south of 87th Street, east of Plainfield-Naperville Road and west of Modaff Road in the Knoch Knolls subdivision. Turn north off 95th Street onto Seiler Drive.

Dave Worst – Principal

**Arlene Welch Elementary School**

2620 Leverenz Road Naperville, IL 60564

428-7200

This site is located north of 95th Street and south of 87th Street, west of Book Road and east of Route 59. Turn east off Route 59 onto Leverenz Road.

Kenneth Bonomo– Principal

Terri Drendel – Assistant Principal

**White Eagle Elementary School**

1585 White Eagle Drive Naperville, IL 60564

375-3600

White Eagle is located north of 91<sup>st</sup> street and south of Montgomery Rd (83<sup>rd</sup> St), east of the EJ&E Railroad tracks and west of Route 59. Turn south off Montgomery Rd onto White Eagle Drive.

Jonathan Vogel – Principal

**Nancy Young Elementary School**

800 Asbury Drive Aurora, IL 60504

375-3800

This site is located north of Liberty Street and south of Indian Trail Road, east of the DuPage/Kane County border and west of Eola Road. Turn north off Liberty Street onto Asbury Drive.

Adrienne Morgan – Principal

### Middle Schools

#### Clifford **Crone** Middle School

4020 111<sup>th</sup> Street Naperville, IL 60564

428-5600

Crone Middle School is located north of 119<sup>th</sup> Street, south of 111<sup>th</sup> Street, east of Normantown Road and west of 248<sup>th</sup> Avenue. The school is on the southwest corner of 111<sup>th</sup> Street and 248<sup>th</sup> Avenue. Turn west off Route 59 onto 111<sup>th</sup> Street and continue to site.

Allan Davenport – Principal

Michael Dutdut – Assistant Principal

Autumn Desiderio – Assistant Principal

#### Gregory **Fischer** Middle School

1305 Long Grove Drive Aurora, IL 60504

375-3100

The new Fischer Middle School is located north of Montgomery Road and south of Ogden Avenue, east of Eola Road and west of the EJ&E Railroad tracks. Turn south off Ogden Avenue onto Eola Road and continue to Long Grove Drive. Turn east (left) onto Long Grove Drive and continue to the school.

Jennifer Nonnemacher – Principal

Jacquelyn Spires – Assistant Principal

Scott Dart – Assistant Principal

#### Francis **Granger** Middle School

2721 Stonebridge Blvd. , Aurora, IL 60504

375-1010

The new Granger Middle School is located north of Liberty Street and south of North Aurora Road (Indian Trail Road), west of Eola Road and east of the DuPage/Kane County border in the Stonebridge subdivision. From Route 59, turn west onto North Aurora Road (becomes Indian Trail), past Eola Road. Turn south (left) onto Stonebridge Boulevard. The school is located one block south of Indian Trail Road.

Mary Kelly – Principal

Diana Harris – Assistant Principal

#### Gordon **Gregory** Middle School

2621 Springdale Circle Naperville, IL 60564

428-6300

Gregory is located north of 95<sup>th</sup> Street and south of 87<sup>th</sup> Street, west of Plainfield-Naperville Road and east of Book Road. Turn north off 95<sup>th</sup> Street onto Long Acre Drive, turn left (west) onto Springdale Circle.

Steve Severson – Principal

Kimberly Maloney – Assistant Principal

#### Thayer J. **Hill** Middle School

1836 Brookdale Road Naperville, IL 60563

428-6200

Hill is located north of North Aurora Road and south of Diehl Road, east of Route 59 and west of Raymond Drive in the Brookdale subdivision. Turn east off Route 59 onto Brookdale Road.

Darrell Echols – Principal

Michelle Stoehrmann – Assistant Principal

Patricia Brand – Assistant Principal

**Thomas G. Scullen Middle School**

2815 Mistflower Lane Naperville, IL 60564

428-7000

Scullen is located north of 103<sup>rd</sup> Street and south of 95<sup>th</sup> Street, east of the EJ & E Railroad tracks and west of Route 59. Turn west off Route 59 onto 103<sup>rd</sup> Street. Turn north (right) onto Mistflower Lane.

Mark Truckenbrod – Principal

Sarah Waddell – Assistant Principal

Erica Crescio – Assistant Principal

**Jeffrey C. Still Middle School**

787 Meadowridge Drive Aurora, IL 60504

375-3900

Still Middle School is located in the Meadow Lakes Office Park north of Montgomery Road and south of Ogden Avenue, east of Frontenac Road and west of Route 59. Meadowridge Drive is one block east of the intersection of Ogden Avenue and 75<sup>th</sup> Street. Turn south off 75<sup>th</sup> Street onto Meadowridge Drive.

Kimberly Cornish – Principal

VaLarie Humphrey – Assistant Principal

Mark Carlin – Assistant Principal

**High Schools****Indian Plains School (High School and Middle School Academy)**

1322 N. Eola Road Aurora, IL 60504

375-3375

Indian Plains is located north of North Aurora Road (Indian Trail Road), south of Diehl Road and east of the DuPage/Kane County border. Turn west off Eola Road onto Stonebridge Boulevard to enter the school parking lot. The school is located on the northwest corner of Eola Road and Stonebridge Boulevard.

Cecelia Tobin – Principal

**Metea Valley High School**

1801 N. Eola Rd Aurora, IL 60502

Metea is located north of Eola Rd. and west of Molitor Rd.

Jim Schmid – Principal

Joy Ross, Ed.D. – Assistant Principal

Edsel Clark – Assistant Principal

Quynh Harvey- Assistant Principal

**Neuqua Valley High School**

2360 95th Street Naperville, IL 60564

428-6000

Neuqua is located on the south side of 95th Street between Route 59 and Book Road.

Robert McBride, Ed.D. – Principal

Maree Russavage – Assistant Principal

Lance Fuhrer – Assistant Principal

Tyrone Smith – Assistant Principal

Mark Kolkman, Ed.D. – Assistant Principal

**Neuqua Valley Freshman Campus**

2720 95th Street Naperville, IL 60564

428-6400

This Freshman Center is located on 95th Street between Route 59 and Book Road. Turn east onto 95th Street off Route 59. Turn south (right) on Cedar Glade Road to reach the parking lot.

– Associate Principal

**Waubonsie Valley High School**

2590 Route 34 Aurora, IL 60504

375-3300

Waubonsie is located on the northwest corner of Route 34 (Ogden Avenue) and Eola Road.

Kristine Marchiando – Principal

Rudy Keller, Ed D – Associate Principal

Rebecca Schreiber – Assistant Principal

Laurie James Schrader – Assistant Principal

Jason Schmidtgall – Assistant Principal

**Frontier Campus**2244 W. 95<sup>th</sup> Street, Suite 200 Naperville, IL 60564

428-5570

The Frontier Campus is located on the south side of 95<sup>th</sup> Street between Route 59 and Book Road.

Charles Bibbs – Lead Administrator



# INDIAN PRAIRIE SCHOOL DISTRICT

## Indian Prairie Community Unit School District 204 School Calendar 2011-2012

Aug-11				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Oct-11				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Dec-11				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Feb-12				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

Apr-12				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Jun-12				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Sep-11				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Nov-11				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Jan-12				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Mar-12				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May-12				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### CALENDAR LEGEND

	Institute Day
	Legal School Holiday
	Not in Attendance
	Early Dismissal/In-Service
	Parent/Teacher Conference
	Emergency Days

Date(s)	Description
08/17/11 - 08/18/11	Institute Days
08/19/11	Teacher Work Day
08/22/11	Classes Begin
09/05/11	<b>NO SCHOOL</b> Labor Day
09/06/11	<b>NO SCHOOL</b> Building Articulation Day
10/10/11	<b>NO SCHOOL</b> Columbus Day
10/12/11	<b>NO SCHOOL in PM</b> In-Service (PSAT: HS)
<b>10/21/11</b>	<b>End of Quarter</b>
11/09/11	Parent/Teacher Conferences (4:30 - 8:00 PM)
11/10/11	<b>NO SCHOOL</b> Parent/Teacher Conferences (8:00 AM - 3:00 PM) (4:30 - 8:00 PM)
11/11/11	<b>NO SCHOOL</b> Veteran's Day
11/23/11 - 11/25/11	<b>NO SCHOOL</b> Thanksgiving Break
12/23/11 - 01/06/12	<b>NO SCHOOL</b> Winter Break
01/09/12	School Resumes
<b>01/12/12</b>	<b>End of Semester</b>
01/13/12	<b>NO SCHOOL</b> Teacher Work Day
01/16/12	<b>NO SCHOOL</b> Martin Luther King Day
02/20/12	<b>NO SCHOOL</b> Presidents Day
02/21/12	<b>NO SCHOOL</b> Parent/Teacher Conferences (1:00 - 8:00 PM)
03/02/12	<b>NO SCHOOL</b> Institute Day
03/20/12	<b>NO SCHOOL</b> School Improvement Planning
03/23/12	<b>NO SCHOOL in PM</b> Teacher Work Day
<b>03/23/12</b>	<b>End of Quarter</b>
03/26/12 - 03/30/12	<b>NO SCHOOL</b> Spring Vacation
04/06/12	<b>NO SCHOOL</b> Local Holiday
05/14/12	<b>NO SCHOOL</b> School Improvement Planning
05/28/12	<b>NO SCHOOL</b> Memorial Day
06/01/12	Classes End
06/04/12 - 06/08/12	Emergency Days (if needed)

### \*\*PLEASE NOTE\*\*

### IMPORTANT DATES

State Mandated Testing

Grades 3 - 8 ISAT: March 5 - 16, 2012 (tentative)

Grade 11 PSAE: April 24 - 25, 2012

Approved by the Board of Education 12/6/10

# 2011-2012

**Personnel**

**Temporary Personnel - Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate. However, substitute teachers with a substitute certificate may teach only when an appropriate, fully certificated teacher is unavailable. Any substitute teacher who is required to be "highly qualified" in accordance with the No Child Left Behind Act must provide verification of his/her highly-qualified status.

A substitute teacher with only a substitute certificate may teach in place of a certificated teacher for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term. Where such teaching is partly on a daily and partly on an hourly basis, a school day will be considered as five hours.

The Board will establish a daily rate of pay for substitute teachers on an annual basis. However, no fringe benefits will be provided to substitutes.

LEGAL REF.: Illinois School Code, Sec. 21-9 (105 ILCS 5/21-9); and  
23 Ill.Admin.Code ' 1.790.

Adopted: 02/13/2006

# Aesop QuickStart Guide for Substitutes

This guide will show you how to:

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



\* Indicates functions that might not be used by your school



## Using Aesop Successfully

### Proactively fill your schedule\*

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

### Manage your preferences

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

### Find out about available jobs

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

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

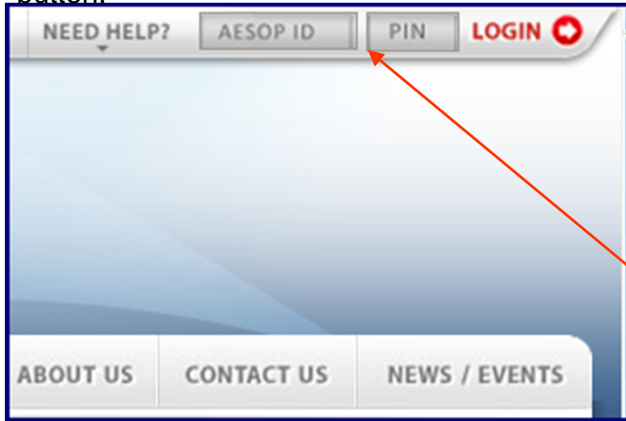


\* Indicates functions that might not be used by your school

## Online Services

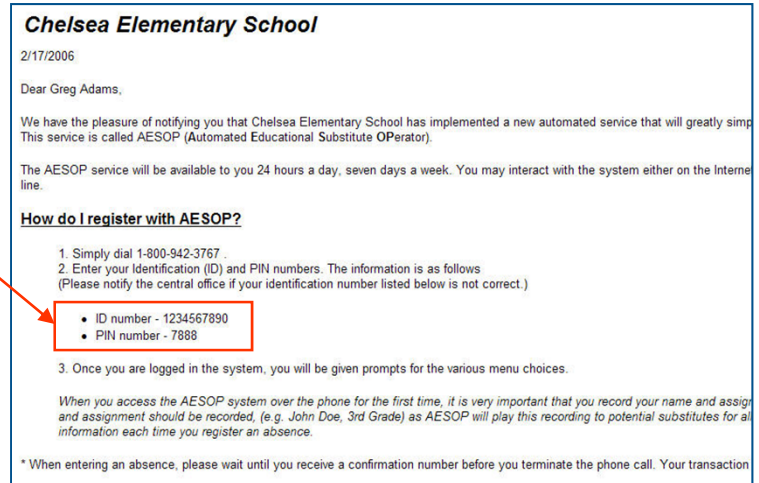
### Log on to Aesop

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



Aesop Login Page

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



Personalized Welcome Letter

### Aesop User License Agreement

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



\* Indicates functions that might not be used by your school

Home Page

The screenshot shows the Aesop Home Page interface. On the left, there is an **Interactive Calendar** for December 2009, with a legend for Non-Work Day (yellow) and Work Day (blue). Below the calendar is an **Action Menu** with various options like **Search for Jobs**, **View My Schedule**, **Add Non-Work Day**, **Leave Feedback**, **View Employees Feedback**, **Tell Aesop When To Call**, **Change Pin**, **View Personal Information**, **Preferred Schools**, **Manage District List**, **Quick Start User Guide**, **Basic Training Video**, and **Advanced Training Video**. Below the action menu is **Personal Information** including email, phone, and start/end times, with a **View Personal Information** link.

The main content area is titled **Good Morning, Brown Derby** and features a green notification: **1 Assignment is awaiting your feedback.** Below this is a **Search for Jobs** section, a **Messages** section with a message posted on 12/25/2009: **Have a Merry Christmas and a Happy New Year!**, and an **Upcoming Assignments for the next 30 days** table. The table lists assignments with columns for CONF#, District, School, Employee, Title, Room, Location, Phone, Date, and Time. Below the table is a **Questions** section with contact information for Joseph Cappellini.

Annotations on the right side of the screenshot point to: **Absence Feedback\*** (pointing to the green notification), **Message Section** (pointing to the Christmas message), **Upcoming Assignments** (pointing to the table), and **Contact Information** (pointing to the Questions section).

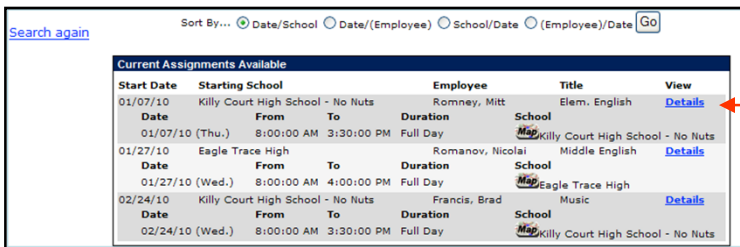
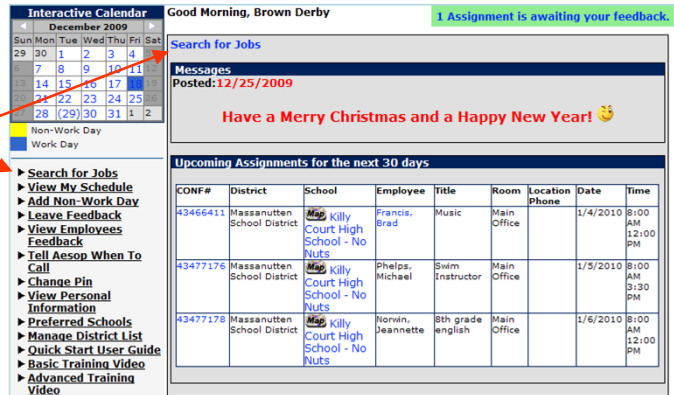
CONF#	District	School	Employee	Title	Room	Location	Phone	Date	Time
43466411	Massanutten School District	Map, Killy Court High School - No Nuts	Francis, Brad	Music	Main Office			1/4/2010	8:00 AM 12:00 PM
43477178	Massanutten School District	Map, Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office			1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	Map, Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office			1/6/2010	8:00 AM 12:00 PM

\* Indicates functions that might not be used by your school

## Find and Accept Assignments Online

### Search for Assignments\*

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



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

### Accept or Reject Assignments

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



\* Indicates functions that might not be used by your school

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

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

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

You have accepted this Absence. Your Confirmation number is: 43224525

Selected Jobs								
School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Eagle Trace High	Romaney, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

Attachments:

Test File 2

View your [schedule or cancel this job](#) or [search for more assignments](#).

File Download

Do you want to open or save this file?

Name: Todays Lesson Plans.doc  
 Type: Microsoft Word Document, 25.5 KB  
 From: staging.aesoponline.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

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

### Accepting a Job with Captcha\*

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

In order for you to accept this Job, please click the 'Accept Job' button below.

Selected Jobs								
School	Employee	Title	Room	Location	Phone	Date	Time	Duration
Dell Middle School	Barnes, Matt		Main Office			April 23 2010	8:00 AM-3:00 PM	Full Day

Notes:

This is your Captcha code → 8C

Enter the characters in the image to accept the Job:  [Choose another Captcha](#)

Reject Job Accept Job Cancel

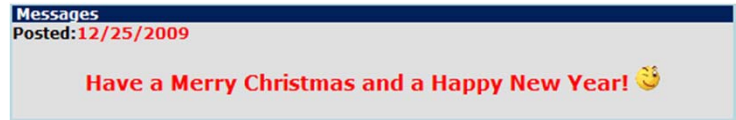
If you have trouble reading the code you can always choose another

\* Indicates functions that might not be used by your school

## Other Home Page Features

### Messages

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



Upcoming Assignments for the next 30 days								
CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM
43224525	Massanutten School District	Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 PM

### Upcoming Assignments for the next 30 days

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

### Assignments requiring feedback\*

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

1 Assignment is awaiting your feedback.



### Questions

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

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

\* Indicates functions that might not be used by your school

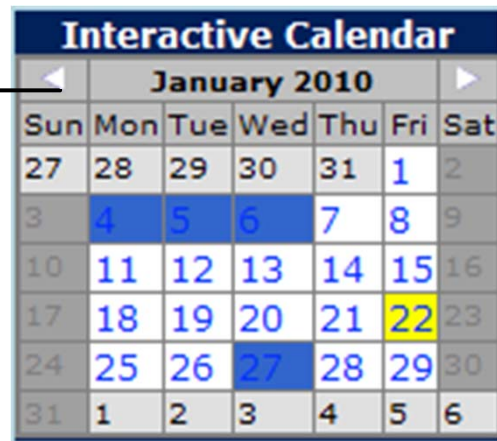
## Manage my Schedule

### Interactive Calendar

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

Aesop displays two types of days on the calendar:

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



Interactive Calendar						
January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Use the calendar arrows to select different months

\* Indicates functions that might not be used by your school

## View My Schedule

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

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

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

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

Weekly Schedule

3-month calendar view

Absences scheduled for the current month

Change View: Month View | Go to Current Week

Week View from 1/4/2010 - 1/8/2010

Add Non-Work Day

	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43456411 8:00 AM-12:00 PM Cancellations: 2	CONF#: 43477176 8:00 AM-3:30 PM Cancellations: 2	CONF#: 43477178 8:00 AM-12:00 PM Cancellations: 2		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					

Change Date: January 2010 Go

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
1	2	3	4	5	6	

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
28	1	2	3	4	5	6

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
28	29	30	31	1	2	3

Calendar Key

- Non-Work Day
- Work Day

Change Earliest Start and Latest End Times    Printable Version

Schedule for January 2010

CONF#	District	School	Employee	Title	Room	Location	Phone	Date	Time
43466411	Massanutten School District	Mrs. Kelly Court High School - No Nuts	Francis, Brad	Music	Main Office			1/4/2010	8:00 AM-12:00 PM

Status: Filled

Notes:

Email: jfrancis@frontlineplacement.com

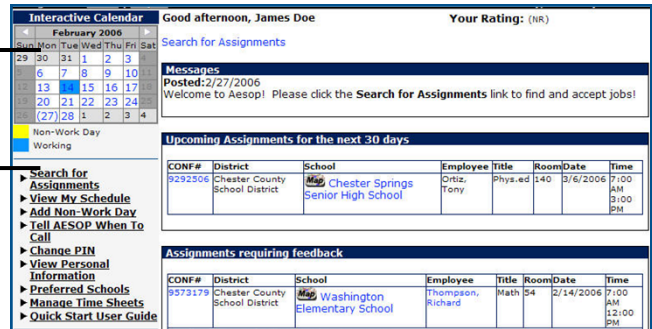
Cancel:

\* Indicates functions that might not be used by your school



### Remove Myself from an Assignment\*

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



	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation:	CONF#: 43477176 8:00 AM-3:30 PM Cancellation:	CONF#: 43477178 8:00 AM-12:00 PM Cancellation:		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

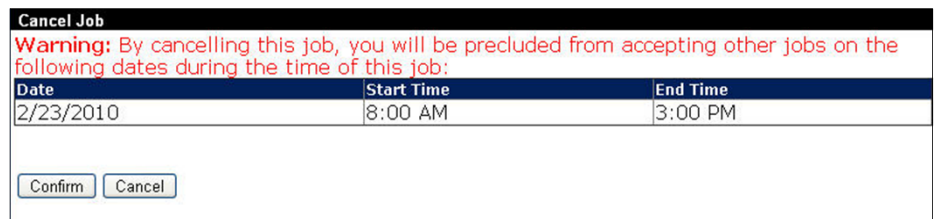
You can remove yourself from an accepted job or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

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

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



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



	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation:	CONF#: 43477176 8:00 AM-3:30 PM Cancellation:			Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

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


\* Indicates functions that might not be used by your school

## Add Non-Work Day

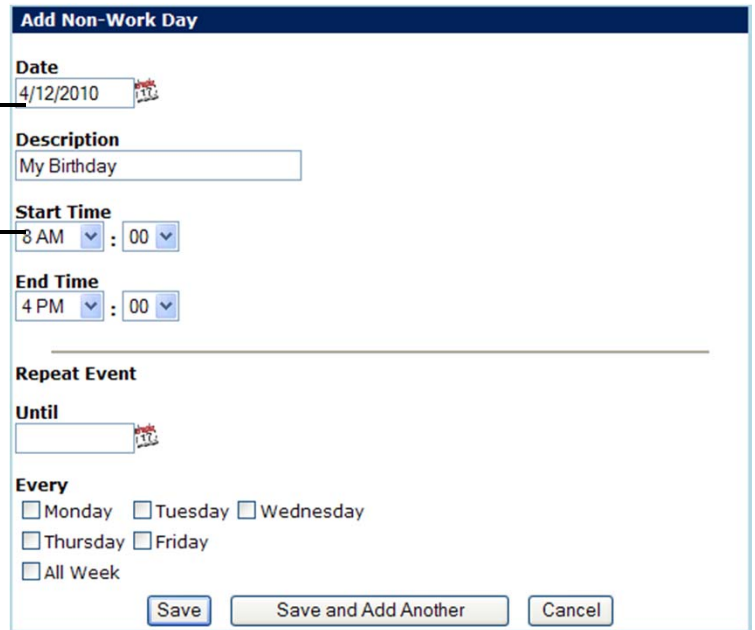
Click the **Add Non-Work Day** link on your action menu to indicate days or portions of days that you are unavailable to work.

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

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

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

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



**Add Non-Work Day**

Date: 4/12/2010

Description: My Birthday

Start Time: 8 AM : 00

End Time: 4 PM : 00

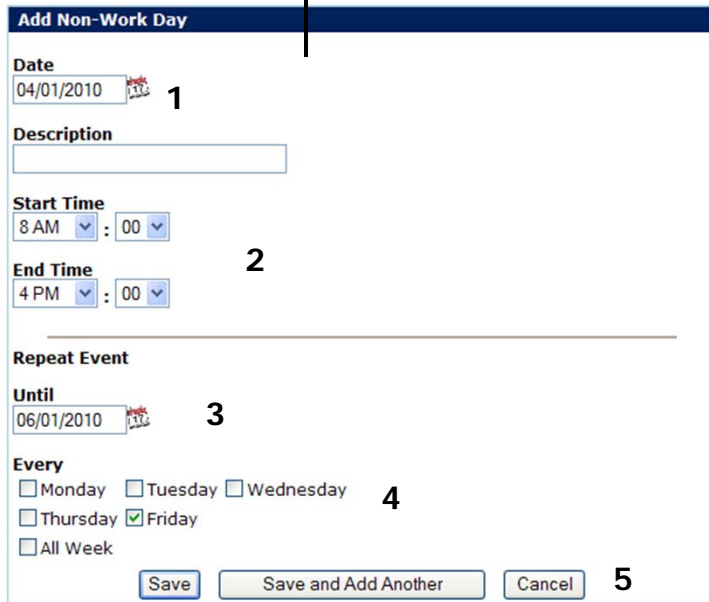
Repeat Event

Until:

Every

Monday  Tuesday  Wednesday  
 Thursday  Friday  
 All Week

Buttons: Save, Save and Add Another, Cancel



**Add Non-Work Day**

Date: 04/01/2010 **1**

Description:

Start Time: 8 AM : 00 **2**

End Time: 4 PM : 00

Repeat Event


Until: 06/01/2010 **3**

Every

Monday  Tuesday  Wednesday **4**  
 Thursday  Friday  
 All Week

Buttons: Save, Save and Add Another, Cancel **5**

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

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

\* Indicates functions that might not be used by your school

### Deleting a Non-Work Day

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

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

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

You are now available to work this day.

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

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

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

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

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

\* Indicates functions that might not be used by your school

### System Generated Non-Work Day \*

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

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

This Non-Work Day cannot be deleted

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

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

**Cancel Job**

**Warning:** By cancelling this job, you will be precluded from accepting other jobs on the following dates during the time of this job:

Date	Start Time	End Time
2/23/2010	8:00 AM	3:00 PM

\* Indicates functions that might not be used by your school

## Tell Aesop When to Call

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

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

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

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

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


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

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

\* Indicates functions that might not be used by your school

## Change PIN


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

Change Personal Information.	
<b>Internal ID</b>	556620
<b>First Name</b>	Brown
<b>Middle</b>	
<b>Last Name</b>	Derby
<b>Phone</b>	(999) 555-9999
<b>E-Mail</b>	derby@aesoponline.com
<b>Calendar Earliest Start Time</b>	
<b>Calendar Latest End Time</b>	
Resume and Photograph	
<b>Resume</b>	No Resume on file
<b>Photo</b>	
Address	
<b>Address 1</b>	
<b>Address 2</b>	
<b>Address 3</b>	
<b>Address 4</b>	
<b>City</b>	
<b>State/Province</b>	
<b>Zip</b>	
	<a href="#">Edit Info</a>

## View Personal Information

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

\*You can change the information by clicking the [Edit Info](#) link.

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

\* Indicates functions that might not be used by your school


## Preferred Schools\*

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

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

Preferred Schools Header

Then click **Apply Changes**.

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

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

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


School Selection

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

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

Click **Apply Changes** to save.

Click [View Current Schools](#) to view your list of preferred schools.

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

\* Indicates functions that might not be used by your school

# Absence Feedback\*

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

**Interactive Calendar**  
December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	(29)	30	31	1	2

Non-Work Day  
Work Day

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

**Messages**  
Posted: 12/25/2009

**Have a Merry Christmas and a Happy New Year!** 😊

**Upcoming Assignments for the next 30 days**

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

Click to enter Feedback

Click to View Feedback from an Employee\*

**Jobs awaiting your Feedback**

CONF#	Replacing/Filled	School	Start Date	End Date	
43477184	Clark Kent	Eagle Trace High	12/18/2009	12/18/2009	<a href="#">Leave Feedback</a>

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

\* Indicates functions that might not be used by your school



**Feedback about Substitute Experience**

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

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

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

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

Did you eat all of the candy off of my desk?	
Notes regarding lesson plans	
I also taught	
Messages for the permanent teacher	
Notes regarding behavior	
Students who were absent	
Terrific helpers	
<a href="#">Did you fill out your incidence report?</a>	

Save Cancel

Rate your experience in the assignment

Answer questions regarding the assignment

**Substitute Experience Survey**

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

**Feedback about Substitute Experience**

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

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

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

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

Did you eat all of the candy off of my desk?	sure not!
Notes regarding lesson plans	great, thank you!
I also taught	
Messages for the permanent teacher	I completed all of the lessons, including the crossword for extra credit
Notes regarding behavior	
Students who were absent	
Terrific helpers	
<a href="#">Did you fill out your incidence report?</a>	

Save Cancel

Click Save when finished

\* Indicates functions that might not be used by your school

Interactive Calendar

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	(29)	30	31	1	2

Non-Work Day  
Work Day

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

Good afternoon, Brown Derby

1 Assignment is awaiting your feedback.

Search for Jobs

Messages  
Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! 😊

Upcoming Assignments for the next 30 days

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

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

Feedback about your Performance

CONF#	Replacing/Filled	School	Start Date	End Date	Rating	
39841705	Brad Francis	Killy Court High School - No Nuts	10/13/2009	10/13/2009	★★★★★	<a href="#">Review Feedback</a>

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

Feedback about Substitute Performance

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

Rating: ★★★★★

Was all classroom work collected?	
Was the room left as neat and clean as it was found?	
Was classroom work explained satisfactorily?	
Did students report that they were treated fairly and consistently?	
Were any disciplinary issues reported?	
General Notes/Comments	
If we had a staring contest, who would win?	

\* Indicates functions that might not be used by your school

## Phone Services

### Answering an Aesop call

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

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

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

### Listening to the notifications and available assignments

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

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

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

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

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

### Responding to the offer

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

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

\* Indicates functions that might not be used by your school



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

## Receiving Notifications

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

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

### Web Notification\*

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

Substitute Notification Page

You must click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.

**Notifications for Massanutten School District**  
REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Jobs.

Confirmation #	Removed Date/Time	Employee Name
43481014	12/30/2009 8:07 AM	Dobler, Lloyd

Date	Start	End	Room
2009-12-31T00:00:00	8:00:00 AM	4:00:00 PM	Catastrophe Canyon

>Job Modified notifications: The Following Jobs have been Modified.

Job#	Assigned Date/Time
43480936	12/30/2009 8:07 AM

Date	Start	End	Room
2009-12-30T00:00:00	8:30:00 AM	3:00:00 PM	Kingdom of Nye

You must click the CONFIRM button to indicate you have read the preceding notifications.

Substitute Notification Page

**2 entries were confirmed.**

No notifications found.  
Click Home (on the navigation line) or the Back button or [here](#) to continue.

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

### E-mail Notification\*

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

**Email notifications are sent for all of the reasons listed above**

A following job that you are assigned to starting on 01/27/2010 has been modified.

The following are the details of the job:

```


*****
Job Summary
*****
Starting on           : 01/27/2010
School District      : Eagle Trace High
Title                : Middle English
Teacher              : Romanov, Nicolai
Substitute           : Derby, Brown
Confirmation #       : 43224525
*****
Job Days
*****
School               : Eagle Trace High
Date                 : 01/27/2010
From                 : 9:00AM
To                   : 4:00PM
    
```

Click the following link to CONFIRM you have received this email.  
Clicking will also stop future notification attempts (emails and/or phone calls)  
<http://www.aesoponline.com/confirmtification.asp?JOBID=117948&NID=4119853&T=4&SID=55662080K-43224525&W=20>

Please do not reply to this system generated message. If you need help or have additional questions, please send an email to <mailto:lcappellini@frontlineplacement.com>.

Thank you for using the substitute assignment system. Powered by Aesop.

#### Notification Confirmation

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

### Phone Notification\*

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

\* Indicates functions that might not be used by your school

## User Guides and Training Videos


### QuickStart User Guide

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

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

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

Adobe Acrobat reader is required to view the manual.



### Basic Training Video

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

### Advanced Training Video

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



\* Indicates functions that might not be used by your school

