



Substitute Tips

Welcome to USD 320! Here are a few tips to help you in the beginning when you start using AESOP and subbing.

You can access AESOP on your phone or computer, we recommend using both!

PHONE CALLS

- A.M. calls are for cancelations and jobs for that day
- P.M. calls are for the next two days
- Only one job during each call
- District calls are set for 5:30 – 11:59 and 4:00 – 9:30 If you are not wanting to receive calls at certain times, be sure to set your call time settings to reflect that on AESOP, but remember, if you are not available to call, AESOP will move on to the next sub in line!
- AESOP will not call on Fri. p.m., All day Sat., or Sun. A.M.
- When AESOP calls, the phone will only ring 3 times
- Only one phone line is called
- You Have to Say HELLO
- If you do not answer – AESOP will not call for 30 minutes
- If you pick up listen for a second and hang up – AESOP will not call for 1 hour
- If you do not answer several times or reject jobs over and over AESOP will reduce the number of times it calls you. If you are going to be gone **please make sure you mark non work days in your account**, so AESOP will not contact you about jobs on those days.
- Make sure you go past the first introduction on the phone – Say YES, then it will give you all the details of the job.

COMPUTER

- Being proactive in your AESOP account can help you – You can accept/reject jobs 3 – 6 months in advance
- We will put in your preference on what building you want to work at. You can change this on your account but if you do please send me an email letting me know.
- You cannot be as specific as to what subjects you would or would not want to teach.
- If you cancel a job – you will not see other jobs for 12 Hours. This keeps people from job jumping.
- If you need to cancel a job please use AESOP to cancel. If it is one hour before your job is to start you will need to contact the secretary at the building you were scheduled to sub at so they can find a replacement!
- Due to the Affordable Health Care Act, you will not be able to work past 128 hours per month unless you are a long term sub.
- Please leave feedback for the teacher on their desk. These notes should not take you more than 15 minutes to write after your last class
- You can complete a feedback form on AESOP from your own computer after the job is completed. This feedback goes directly to the administrator and not the teacher.

GETTING STARTED

- Once you fill out all the necessary paperwork, we will add you to AESOP.
- You will receive your AESOP pin number via email from NET POST
- AESOP should notify you within 30 days of your licensure expiring. I try to also send a reminder email that your license will be expiring. If it expires AESOP will close you out of the system. If you want to continue substitute teaching I would highly recommend you do not allow the license to expire. If you do you have to be finger printed all over again and pay the total amount.

THINGS YOU SHOULD KNOW

- Things that will cause a building administrator to remove you from their sub list:
 - You should not be on your cell phone during the day!
 - Please follow the school dress code. If you are not sure what that is talk to the building secretaries.
 - You are not to leave the building during your plan time, etc. If you absolutely need to leave you have to talk to the secretaries first.
 - You should report to the building office at least 15 minutes before class begins.

- If you substitute at the Wamego High School, please park in the teacher or student parking lot. DO NOT park in the front of the building. That is reserved for parents/patrons.
- You will need to go to the building office at least 15 minutes before you are scheduled to teach. Please sign in the time you arrive. When you leave for the day go to the building office and sign out the time you are leaving.

Let me know if you have any questions or are having issues with AESOP!

Thank you,
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