

SUBSTITUTE HANDBOOK

2024-2025



SPRING HILL
SCHOOLS

SPRING HILL SCHOOLS

VISION

Maintain small-town values and empower each student to achieve world-class success.

MISSION

To be a school district that engages students to learn, create, adapt and succeed in an ever-changing world.

HANDBOOK DISCLAIMER

While this handbook will cover a variety of topics, it is not meant to be an “all-encompassing document.” Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and we will work to provide timely notice of all changes.

DEVELOPING & ADOPTING POLICY

BOE POLICY BDA

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.



District Administrative Center

17650 W 199th Street
Spring Hill, KS 66083
(913) 592-7200



Spring Hill Early Learning Academy

300 E South Street
Spring Hill, KS 66083
(913) 592-7222



Dayton Creek Elementary

21120 W 188th Terrace
Spring Hill, KS 66083
(913) 592-7266



Prairie Creek Elementary

17077 W 165th Street
Olathe, KS 66062
(913) 592-7255



Spring Hill Elementary

300 S Webster Street
Spring Hill, KS 66083
(913) 592-7277



Timber Sage Elementary

15800 W 173rd Terrace
Olathe, KS 66062
(913) 592-7244



Wolf Creek Elementary

19250 Ridgeview Road
Spring Hill, KS 66083
(913) 592-7233



Forest Spring Middle

18701 W. 191st Street
Spring Hill, KS 66083
(913) 592-7388



Spring Hill Middle

301 E South Street
Spring Hill, KS 66083
(913) 592-7288



Woodland Spring Middle

17450 W 167th Street
Olathe, KS 66062
(913) 592-7255



Spring Hill High

19701 S Ridgeview Road
Spring Hill, KS 66083
(913) 592-7299

HUMAN RESOURCES DEPARTMENT

MICHELLE HACKNEY

Director of Human Resources
hackneym@usd230.org
(913) 592-7111

MEGAN MAURER

Human Resources Assistant
maurerm@usd230.org
(913) 592-7428

NANCY MILLER

Benefits Coordinator
millern@usd230.org
(913) 592-7202

WELCOME!

Welcome to the professional family of the Spring Hill School District! We hope the days you spend with us will be enjoyable and enriching for you and our students.

The information provided in this booklet is intended to assist you in being more effective in your work with us. It cannot provide information on all matters which may arise, but it will give you guidance in our normal procedures. If there are questions, the administration and regular faculty will help you in finding answers. We welcome your suggestions and urge you to fully participate in the activities of the school and its faculty.

Professional learning programs, when not filled by district staff, are available to substitute teachers. Please request permission from the building principal before attending professional learning opportunities. These occasions will afford you an opportunity to learn and network with the faculty of the school and will help you earn hours toward recertification.

Sincerely,



Michelle Hackney, Director of Human Resources

SCHOOL BUILDING INFORMATION

BUILDING	BUILDING CONTACT	BUILDING ADMIN
Spring Hill Early Learning Academy 300 E. South Street Spring Hill, KS 66083 (913) 592-7222	(913) 592-7380	Shannon Fanning, <i>Principal</i>
Dayton Creek Elementary School 21120 W 188th Terr. Spring Hill, KS 66083 (913) 592-7266	Sharon Dvorak <i>Building Secretary</i> dvoraks@usd230.org 913-592-7249	Dr. Theresa Miller, <i>Principal</i>
Prairie Creek Elementary School 17077 W 165th Street Olathe, KS 66062 (913) 592-7255	Vanessa Voth <i>Building Secretary</i> vothv@usd230.org (913) 592-7236	Jennie Skibbe, <i>Principal</i>
Spring Hill Elementary School 300 S Webster Spring Hill, KS 66083 (913) 592-7277	Amy Belcher <i>Building Secretary</i> belchera@usd230.org (913) 592-7329	Tammy Endecott, <i>Principal</i>
Timber Sage Elementary School 15800 W 173rd Terrace Olathe, KS 66062 (913) 592-7244	Monica Wilson <i>Building Secretary</i> wilsonmon@usd230.org (913) 592-8102	Jody Moeschler, <i>Principal</i>
Wolf Creek Elementary School 19250 Ridgeview Rd Spring Hill, KS 66083 (913) 592-7233	Amanda Kimmi <i>Building Secretary</i> kimmia@usd230.org (913) 592-7208	Elizabeth Cooper, <i>Principal</i>
Forest Spring Middle 18701 W. 191st Street Spring Hill, KS 66083 (913) 592-7388	Jamie Rice <i>Building Secretary</i> ricej@usd230.org 913-592-7481	Darcy Sly, <i>Principal</i> Lindsey Bales, <i>Assistant Principal/AD</i>
Spring Hill Middle School 301 E South Street Spring Hill, KS 66083 (913) 592-7288	Amy Duncan <i>Building Secretary</i> duncana@usd230.org (913) 592-7216	Mark Meek, <i>Principal</i> Dr. Courtney Weber, <i>Assistant Principal/AD</i>
Woodland Spring Middle School 17450 W. 167th Street Olathe, KS 66062 (913) 592-8188	Michelle Harris <i>Building Secretary</i> harrism@usd230.org (913) 592-7215	Paul Carter, <i>Principal</i> Scott Peavey, <i>Assistant Principal/AD</i>
Spring Hill High School 19701 Ridgeview Rd Spring Hill, KS 66083 (913) 592-7299	Jennifer Anderson <i>Building Secretary</i> andersoj@usd230.org (913) 592-7276	Marc Williams, <i>Principal</i> Clay Frigon, <i>Assistant Principal/AD</i> Kelly Heizman, <i>Assistant Principal</i> Kyle Kost, <i>Assistant Principal</i>

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SUBSTITUTE TEACHER COORDINATOR

Natalia Ward:

(913) 592-3581

wardnat@usd230.org

Substitute teachers should contact the substitute teacher coordinator for answers to the following questions:

- Assignment cancellations
- AESOP issues
- Resignations
- Substitute teaching concerns or general questions

SUBSTITUTE APPLICATION

All substitutes must first submit an application of employment before being considered for a substitute position with the district.

To apply, please visit www.usd230.org/apply Under the View Open Positions option, you will then select Substitute – Licensed. This will direct you to the substitute teacher posting. Select Apply and complete the application steps.

SUBSTITUTE EMPLOYMENT

All substitute teachers in the Spring Hill School District are required to be licensed through the Kansas Department of Education. A substitute teacher must have a professional teaching license, a standard substitute license, or an emergency substitute license. For more information on teaching licensing, please visit www.ksde.org (Please note the modified KSDE requirements for the 2023-2024 school year).

Substitutes are responsible for familiarizing themselves with the contents of this handbook and for carrying out all the normal duties assigned to the teacher for whom they are substituting.

Substitute assignments may change based on the needs of the individual school (i.e., the substitute accepted a job for the music teacher, but the school needs them in the 3rd grade classroom instead).

It is not required that substitute teachers accept each assignment presented to them, but it is important that the substitute be available on most occasions. Substitutes may request to work certain days or at certain levels, however, too many limitations restrict the opportunities for assignment.

Substitute teachers must provide the district with new employee paperwork upon accepting their first assignment. The paperwork includes the following:

- W-4
- K-4
- Copy of current Kansas Teaching license, Substitute License, or Emergency License
- Direct Deposit Form (with voided check)
- Form I-9, Employment Eligibility Verification
- Loyalty Oath
- Bloodborne Pathogens Training
- Sexual Harassment Training
- Copy of Driver's License
- Copy of Social Security Card, Birth Certificate, passport, etc. for I-9
- Certification of Health (K.S.A. 72-5213), TB Test/ Physical
- Workers Compensation Law Notification and Injury Procedure
- New Hire Report Form
- Background Verification

EMERGENCY SUBSTITUTE INFORMATION

Emergency Substitutes are allowed to substitute for teachers and paraprofessionals in the district. Please note that Emergency substitute teachers are limited to 60 days per semester in each district and no more than 15 days per assignment without a four-year degree or 30 days per assignment with a four-year degree. For more information on obtaining an emergency substitute license, please visit www.ksde.org.

ESSENTIAL FUNCTIONS

The substitute teacher should:

- Provide safety and security of students through supervision.
- Establish a positive learning environment and respond to the individual needs of students.
- Understand and support the mission and goals of USD 230.

GENERAL RESPONSIBILITIES/ INFORMATION

- Teach from the provided lesson plans.
- Check in and out of the office at each school where you are assigned.
- Provide classroom control and correct negative student conduct.
- Provide supervision for lunch, activity, bus,

- assembly, recess, and/or other assignments.
- Prepare attendance reports and records.
- Follow Crisis Management procedures
- Appropriately use technology provided in the classroom.
- Communicate and provide written feedback to the teacher about the day.
- Communicate and provide feedback to the office about the day.
- Never leave your classroom unattended or your students unsupervised. If you have a question about your assignment, and you are faced with a potential crisis situation, use the phone on the teacher's desk to call the office.
- Always write a personal note to the teacher or leave feedback on AESOP that reflects your experience for the day (i.e., Lesson plan progress, concerns, etc.)
- In a crisis situation, do not leave your students. The office will make an announcement related to your At-a-Glance crisis plan (flip chart), follow the procedures as written.
- Parents who show up to your room without an adult escort or visitor tag should be directed back to the office. If they were to offer treats (i.e., cookies, cakes, etc.) to your students, ask them to secure office approval before the treats are offered to students.
- Please do not respond to personal phone calls, text messaging, and/or emails during instruction and supervision of student activities. Computers should be used for school business only.
- Remember to check out of the office at the end of the day.

SUBSTITUTE EMPLOYMENT BENEFITS

Substitutes who work a significant number of days in the district will receive credit for a full year of teaching experience when offered a full-time teaching position. Substitutes can also have the opportunity to participate in district in-service activities and earn professional development points (PDP's).

ACCEPTING ASSIGNMENTS

Most substitute teacher requests will be posted at least 24 hours prior to the beginning of the assignment. Occasionally there will be last-minute requests. Substitutes are called the night before or the morning of the assignment when it is a last minute vacancy. If unable to fulfill previously accepted assignment or you will be late, please contact the building secretary ASAP.

CANCELING ASSIGNMENTS

Substitute teachers do not have the capability to cancel their assignment in AESOP after the assignment has been accepted. If an assignment needs to be canceled, please contact the AESOP administrator, Natalia Ward (Contact information on page 1) to make the cancellation. In the event the teacher substitute assignment is canceled at 7:30 a.m. or after on the day of your assignment, you will be paid for a ½ day (\$72.50) for your inconvenience.

DRESS CODE

Substitute teachers are to dress professionally. Shorts, hats and blue jeans are discouraged.

EMERGENCY PROCEDURES

An At-A-Glance Emergency Procedure flip chart is located in each classroom. Please review this information for use during fire, tornado, or other emergency drills and for actual emergencies.

An emergency crisis bag is also placed in each classroom. The emergency bag includes the following:

- Student Roster with Phone Numbers
- Medical Information on Students
- Black magic marker, pen, and writing paper
- Flashlight
- Water
- Hand Sanitizer
- Snacks
- Whistle
- First Aid Kit
- Gloves
- Thermal Blanket

INCLEMENT WEATHER

In the event the Spring Hill School District needs to close the school system or specific schools for any emergency reason, including bad weather, information is available:

- By visiting the district website at www.usd230.org
- By following the district on Facebook or Twitter
- By watching local television channels and listening to local radio stations that are part of the Emergency Information System, including: KCMO 710-AM radio, KMBZ 980-AM radio,

KCUR 89.3-FM radio, WDAF-TV 4, KCTV-TV 5, KMBC-TV 9, KSHB-TV 41

RESIGNATION

A substitute teacher who wishes to be inactivated from AESOP should submit a written notice to the Human Resource Assistant, Megan Maurer. If more than 60 calendar days pass without accepting an assignment or contacting Human Resources, a substitute teacher may be inactivated from AESOP for USD 230.

HOURS OF OPERATION

Early Learning Academy	7:55 a.m. – 3:25 p.m.
All Elementary Schools	8:00 a.m. – 3:10 p.m.
All Middle Schools	8:05 a.m. – 3:20 p.m.
High School	8:05 a.m. – 3:15 p.m.

REPORT TIMES

Level	Check-in	Check-out
Early Learning Academy	7:40 a.m.	3:40 p.m.
Elementary Schools	7:40 a.m.	3:40 p.m.
Middle Schools	7:45 a.m.	3:45 p.m.
High School	7:45 a.m.	3:45 p.m.

It is important to familiarize yourself with the building locations before accepting your first assignment. If you anticipate that you will be late, please call the building secretary so they can plan accordingly.

You are expected to report to your assignment at the designated start time and you should remain at the school until the end of the assignment unless instructed by your building principal or designee. Be sure to check with the building's secretary for instructions regarding classroom access, etc.

Designated Wednesdays on the academic calendar (page 6) are PLC Days. This does not change report times, but it does change the start time for school as follows: Elementary, 9:00 a.m.; Middle, 9:10 a.m.; High, 9:15 a.m.

CHECK-IN PROCEDURES

When you arrive at the assigned building please check-in at the main office. The building secretary will provide you with the following:

- Substitute badge & lanyard
- Name and location of the assigned classroom
- Bell Schedule or will be on the desk of your assignment
- Instructions for contacting main office (extension number)
- Substitute Skyward access (Ability to take attendance, etc.)
- Substitute computer and email log-in information
- Check with the front office in regards to plan time and if supervision is needed during plan time.

When you arrive in your assigned classroom, you should find lesson plans from the teacher. The lesson plans will include details such as classroom procedures, a schedule, roster of students, a list of students with significant health issues, etc.

Please remember to familiarize yourself with the crisis management procedures and the emergency kit provided in the classroom.

CLASSROOM ETIQUETTE

- Put your personal belongings in a safe place when you arrive.
- Write your name on the board.
- Let a neighboring teacher know you are assigned to the classroom for the day.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- If there are missing materials or supplies that you may need, immediately contact the main office for assistance.

SCHOOL DAY

Substitute teachers are to observe a professional working day (8 hours). The substitute teacher is to do the following:

- Follow the teacher's lesson plans to the best of their ability.
- Use positive reinforcement for good behavior.

Maintain discipline in the classroom. In the event that discipline problems occur, the problem should be referred to the office. Please contact the office prior to sending a student. Upon

referral of a student, the Disciplinary referral form must be completed by stating the facts of the incident. **In no case is the substitute teacher to administer corporal punishment.** By policy, corporal punishment is banned in the Spring Hill School District.

- Be positive and find different ways to pull students into the lesson.
- Act at once if an accident occurs that is serious enough to require immediate attention. Report the accident to the main office staff immediately, and refer first aid concerns to the school nurse.
- Allow students to see the nurse if they are not feeling well.

CHECK-OUT PROCEDURES

When leaving the building for the day:

1. Leave the teacher a note regarding the day's activities. Consider these questions when providing feedback:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - What did you add to the lesson plan and why?
 - Which students were helpful?
 - Were there any problems?
 - You may also leave feedback to the teacher in AESOP as well.
2. Make sure students made it safely to the bus or designated areas for pick up.
3. Leave student work organized on the teacher's desk.
4. Return equipment and supplies to proper storage areas. Leave the classroom in an orderly manner.
5. Sign out at the main office. Turn in substitute ID badge, lanyard, etc.
6. Check and see if you are needed the next day.

EMPLOYMENT & PAY INFORMATION

Substitute teachers are employed on an as-needed basis and are not guaranteed employment on any given day.

It is the substitute teacher's responsibility to monitor their substitute jobs in AESOP to ensure

all jobs worked during the pay period. The substitute must notify the District Office (913-592-7200) if he/she notices a mistake in days worked.

TEACHER & NURSE SUBSTITUTE PAY RATES

TEACHER Full-Day Assignments (6-8 hrs)

\$150.00 per day

Sub Bonus

For every 10 days worked, receive \$50 bonus (certified positions only)

Partial-Day Assignments

\$103.13 per day (5.5 hrs worked)

\$93.75 per day (5 hrs worked)

\$84.38 per day (4.5 hrs worked)

\$75.00 per day (4 hrs worked)

Long-Term Assignments** - 10+ days

\$185.00 per day (8 hrs worked)

\$92.50 per day (4 hrs worked)

***Long Term Assignments- After 10 consecutive days of teaching for the same regular classroom teacher, a licensed substitute teacher shall be paid \$185.00 per day retroactive back to the first day after 10 days. Emergency substitute teachers may not be assigned to long-term substitute assignments due to provisions stated on page 1.*

NURSE Full-Day Assignments (6-8 hrs)

\$185.00 per day

Sub Bonus

For every 10 days worked, receive \$50 bonus (RN positions only)

Partial-Day Assignments

\$185 per day (6-8 hrs worked)

\$127.19 per day (5.5 hrs worked)

\$115.63 per day (5 hrs worked)

\$104.06 per day (4.5 hrs worked)

CLASSIFIED & ISS (IN SCHOOL SUSPENSION CLASS) SUBSTITUTE PAY RATES

For Licensed Teacher, Standard Substitute License, Emergency Substitute, Para substitutes, Clerical Substitutes, Nutrition Service Substitutes:

7 + hrs/day	\$95 per day
Less than 7 hrs/day (.5 day min.)	\$13.57/hr

2024-2025 PAY SCHEDULE

Begin Date	End Date	Pay Date
7/26/2024	8/25/2024	9/10/2024
8/26/2024	9/25/2024	10/10/2024
9/26/2024	10/25/2024	11/10/2024
10/26/2024	11/25/2024	12/10/2024
11/26/2024	12/25/2024	1/10/2025
12/26/2024	1/25/2025	2/10/2025
1/26/2024	2/25/2024	3/10/2025
2/26/2025	3/25/2025	4/10/2025
3/26/2025	4/25/2025	5/10/2025
4/26/2025	5/25/2025	6/10/2025

BOARD OF EDUCATION POLICIES, GBRJ SUBSTITUTE TEACHING

Qualified substitute teachers shall be secured for the district.

Human Resources shall be responsible for obtaining substitute teachers and employees.

Human Resources shall be responsible for developing a substitute's handbook.

Candidates to be a substitute teacher shall undergo comprehensive orientation through Human Resources prior to employment. Orientations shall include all necessary paperwork, mandated training, and an overview of relevant district policies, procedures, and classroom expectations for substitutes.

Whenever a teacher is to be absent from teaching duties, the teacher shall request a substitute and notify the principal as early as possible or shall

arrange to have some other person request a substitute and notify the principals.

Human Resources shall review the performance of the substitutes used throughout the school year.

The board shall establish the rate of pay for substitute teachers each July.

Approved: August 13, 2001; July 13, 2015

AESOP

AESOP is an automated placement service. In AESOP, jobs are filled in a variety of ways. AESOP incorporates both outbound and inbound processes.

Substitute teachers have the ability to search for assignments 24/7 online or by calling into AESOP. Substitutes will receive calls from AESOP when assignments become available. Substitutes are able to view their schedule, create non-work days, leave feedback, set calling preferences, and set school preferences.

For instructions on accessing and using AESOP,

DISTRICT CALENDAR

July 2024

Su	M	T	W	Th	F	Sa
	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			

August 2024 (14)

Su	M	T	W	Th	F	Sa
				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

September 2024 (19)

Su	M	T	W	Th	F	Sa
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					

October 2024 (21)

Su	M	T	W	Th	F	Sa
	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		

November 2024 (16)

Su	M	T	W	Th	F	Sa
					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

December 2024 (15)

Su	M	T	W	Th	F	Sa
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				



2024-2025 Calendar

August 2-6	New Teachers on Duty
August 8-12	No Classes - Professional Development
August 13	First Day of Classes (PK-9)
August 14	First Day of Classes (10-12)
September 2	No Classes - Labor Day
September 3	No Classes - Professional Development
October 16	Two-Hour Early Dismissal
October 17	No Classes - Professional Development
October 18	No Classes - Certified Off Duty
November 25	No Classes - Professional Development
November 26	No Classes - Professional Development Flex Day
November 27-29	No Classes - Thanksgiving Break
December 23 - January 2	No Classes - Winter Break
January 3	No Classes - Professional Development
January 6	Classes Resume
January 20	No Classes - MLK Day
February 12	Two-Hour Early Dismissal
February 13	No Classes - Professional Development
February 14	No Classes - Certified Off Duty
February 17	No Classes - Presidents Day
March 17-21	No Classes - Spring Break
March 24	No Classes - Professional Development
March 25	Classes Resume
April 4	No Kindergarten Classes - Kindergarten Round-up
April 18	No Classes - Professional Development
May 22	Last Day for Students
May 23	No Classes - Professional Development
May 26	Memorial Day
Various	PLC Days

Reporting Periods
 1st Quarter: Aug. 14 - Oct. 16
 2nd Quarter: Oct. 21 - Dec. 20
 3rd Quarter: Jan. 7 - Mar. 14
 4th Quarter: Mar. 26 - May 22
 Total Student Days: 173

Teacher Contract Days
 New Teachers: 190
 Returning Teachers: 187

Conference Dates
 October 16: Evening, All Grades
 October 17: All Grades
 February 12: Evening, All Grades
 February 13: All Grades

January 2025 (19)

Su	M	T	W	Th	F	Sa
			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	

February 2025 (17)

Su	M	T	W	Th	F	Sa
						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	

March 2025 (15)

Su	M	T	W	Th	F	Sa
						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					

April 2025 (21)

Su	M	T	W	Th	F	Sa
	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			

May 2025 (16)

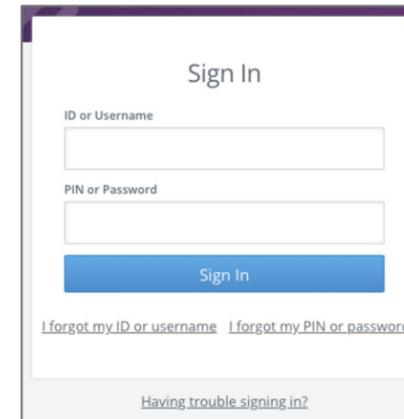
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

Su	M	T	W	Th	F	Sa
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					

see the Substitute QuickStart Guide on the following two pages of this handbook.

Absence Management



SIGNING IN

Type aesonline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

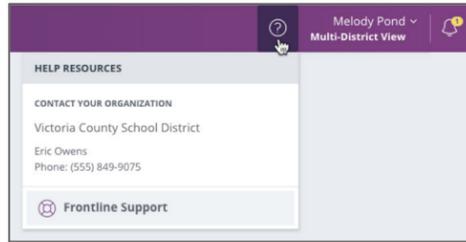
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

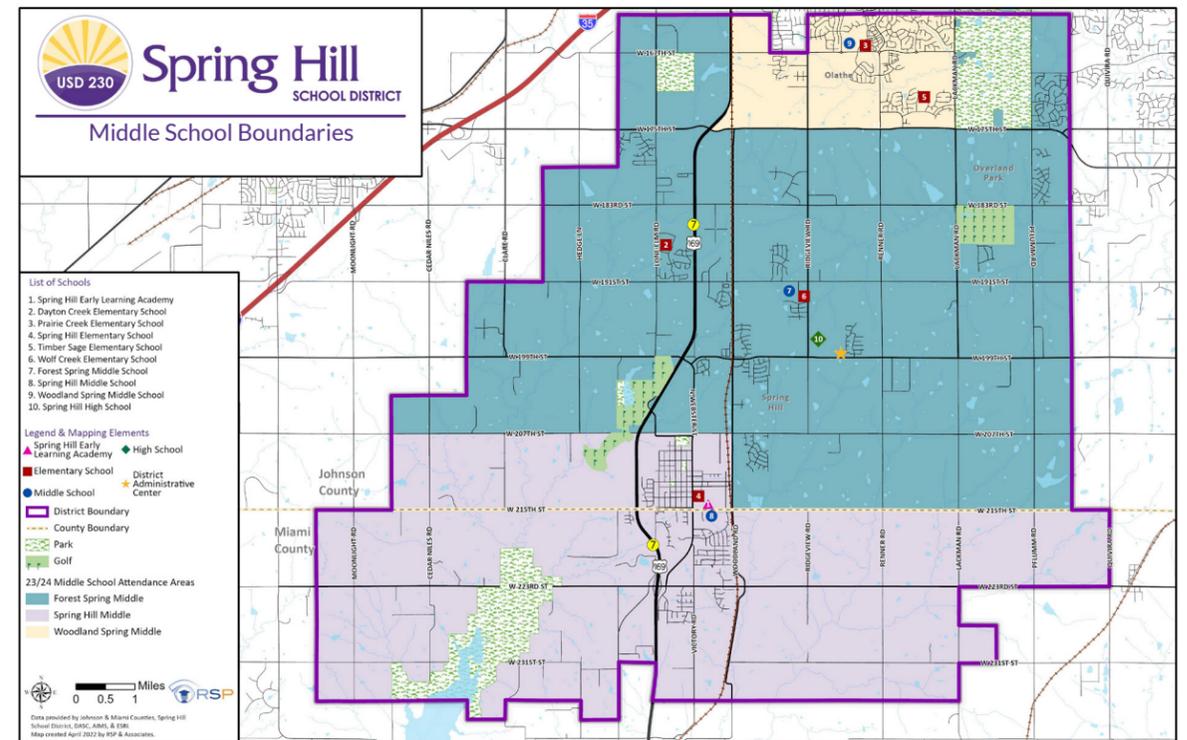
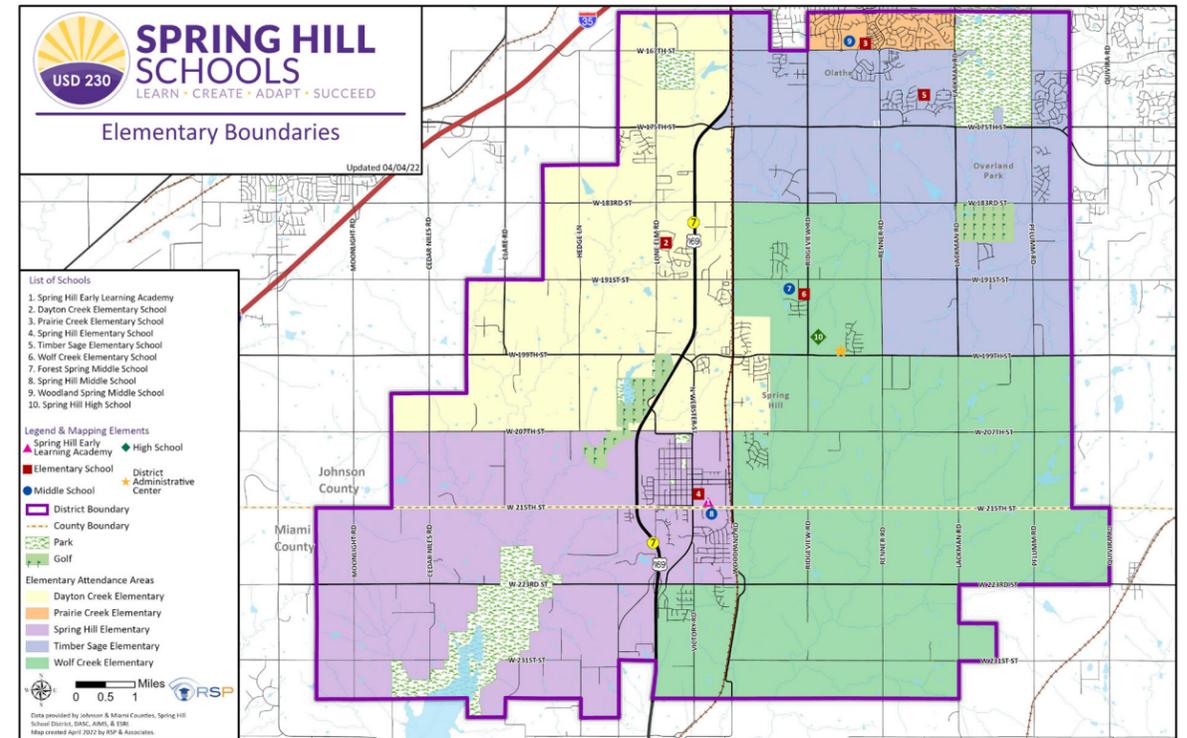
Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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