

Zimbra

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[princi_elem] [principals] Guest Teachers Hours

From : Karen Hardin <hardin@4j.lane.edu>

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Sender : princi_elem-bounces <princi_elem-bounces@4j.lane.edu>

Subject : [princi_elem] [principals] Guest Teachers Hours

To : Principals <principals@4j.lane.edu>, Secretaries
<secretaries@4j.lane.edu>

Cc : Brandon Crohare <crohare_b@4j.lane.edu>

Dear Principals and Secretaries -

I sincerely hope this email finds you with your head above water! I wanted to touch base about two reminders in regards to Licensed Guest Teachers and Classified Substitutes. You may want to share this information with your staff!

Staff and Building Preferred Lists

If you haven't taken the time to identify "preferred" substitutes, you should. The AESOP system literally holds jobs for **Preferred Subs** for the first 50% of the lead time before the absence starts.

- For the first 25% of the lead time an absence is ONLY available to the teacher's or EA's preferred substitutes. No other subs can see or take the absence.
- For the second 25% of the lead time an absence is opened up to the school's preferred substitutes. If the staff member and the school do not have any preferred substitutes identified the absence will literally sit in AESOP and nothing will happen.
- After 50% of the lead time has passed ONLY then will the absence be made available to the entire sub pool. At that time it will start calling all available substitutes attempting to fill the absence.

Example: IF there are four hours prior to the absence start time when it is entered into AESOP, during the first hour only the staff members preferred list is able to see the absence. For the second hour, the building preferred list is also able to see the absence. Finally during the 3rd and 4th hour, it is open to all subs and will begin making calls.

So, it is to your HUGE benefit to have both your staff and your building identify guest teachers and classified substitutes you want in your building.

Guest Teachers 4 or 8 hours ONLY

We have been working hard to remind our guest teachers that they are dispatched to work either 4 or 8 hours. If the teacher they are assigned to cover for has a 6 hour schedule they are required to stay at the school and work the full 8 hours. They should be checking in the office for additional work. Please remind your teachers that they should leave a comment to this affect in their sub plans. Some of the confusion comes from AESOP in that the teacher enters their work hours, which is CORRECT. We are investigating ways to have AESOP help us communicate a 4 or 8 hour assignment to Guest

Teachers. We will keep you informed if there are any changes in the system.

Please let me know if you have any questions about either of these topics.

Thanks for your attention.

~ Karen

"That which we manifest is before us; we are the creators of our own destiny. Be it through intention or ignorance, our successes and our failures have been brought on by none other than ourselves."

—Garth Stein, *The Art of Racing in the Rain*

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