

# Eastern Carver County Schools



*Exceptional, personalized learning*

## Substitute Handbook 2021-2022

*This handbook is subject to change without notice as laws, policies, and procedures change*

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# Welcome to Eastern Carver County Schools

TO: Teacher/Paraprofessional/Clerical Substitutes of District 112

FROM: Dr. Jim O'Connell  
Director of Administrative Services

Welcome to Eastern Carver County Schools! Please accept our thanks and gratitude for substituting in our district. You have chosen a path that will be both challenging and highly rewarding. Your dedication and hard work for our 9,700+ students are much appreciated.

As a substitute you are vital to the continuity of the instructional program and are essential to a high quality of education for each student. It takes a special kind of person to be a successful substitute, a person who earnestly cares about children, is patient, creative and versatile.

We feel confident that you will do everything possible to meet the high standards required for substituting in our schools and wish to extend our most sincere and best wishes as you join us in preparing learners to achieve their personal best.

The Human Resources Department is available to assist you with questions and concerns and can be reached at the District Office at 952-556-6254. Your suggestions and comments are always welcome. Please feel free to contact me at 952-556-6251. Have a great year!

# Eastern Carver County Schools

## **Bluff Creek Elementary**

2300 Coulter Blvd  
Chanhassen MN 55317  
Principal Beth Holm  
Main: 952-556-6600

## **Chaska Middle School East**

1600 Park Ridge Dr  
Chaska MN 55318  
Principal Greg Martin  
Main: 952-556-7600  
Attendance Admin: 952-556-7403

## **Jonathan Elementary**

110300 Pioneer Trail West  
Chaska MN 55318  
Principal Pete Morse  
Main: 952-556-6500

## **Carver Elementary 1717**

Ironwood Dr  
Carver MN 55315 Principal  
Ryan Finke  
Main: 952-556-1900

## **Chaska Middle School West**

140 Engler Blvd  
Chaska MN 55318  
Principal Nate Gibbs  
Main: 952-556-7400  
Attendance Admin: 952-556-7403

## **La Academia**

1800 Chestnut St  
Chaska MN 55318  
Principal Gretchen Kleinsasser  
Main: 952-556-6300

## **Chanhassen Elementary**

7600 Laredo Dr  
Chanhassen MN 55317  
Principal Greg Lange  
Main: 952-556-6700

## **Clover Ridge Elementary**

114000 Hundertmark Rd  
Chaska MN 55318  
Principal Nate Slinde  
Main: 952-556-6900

## **Pioneer Ridge Middle School**

1085 Pioneer Trail East  
Chaska MN 55318  
Principal Amy Nelson  
Main: 952-556-7800  
Attendance Admin: 952-556-7803

## **Chanhassen High School**

2200 Lyman Blvd  
Chanhassen MN 55317  
Principal Doug Bullinger  
Main: 952-556-3500

## **East Union Elementary**

15655 County Road 43  
Carver MN 55318  
Principal Jay Woller  
Main: 952-556-6800

## **STAR Program**

309 Lake Hazeltine Dr  
Chaska MN 55318  
Supervisor Michelle Cuka  
Main: 952-556-6100

## **Chaska High School**

545 Pioneer Trail  
Chaska MN 55318  
Principal Jim Bach  
Main: 952-556-7100

## **Family Learning Center**

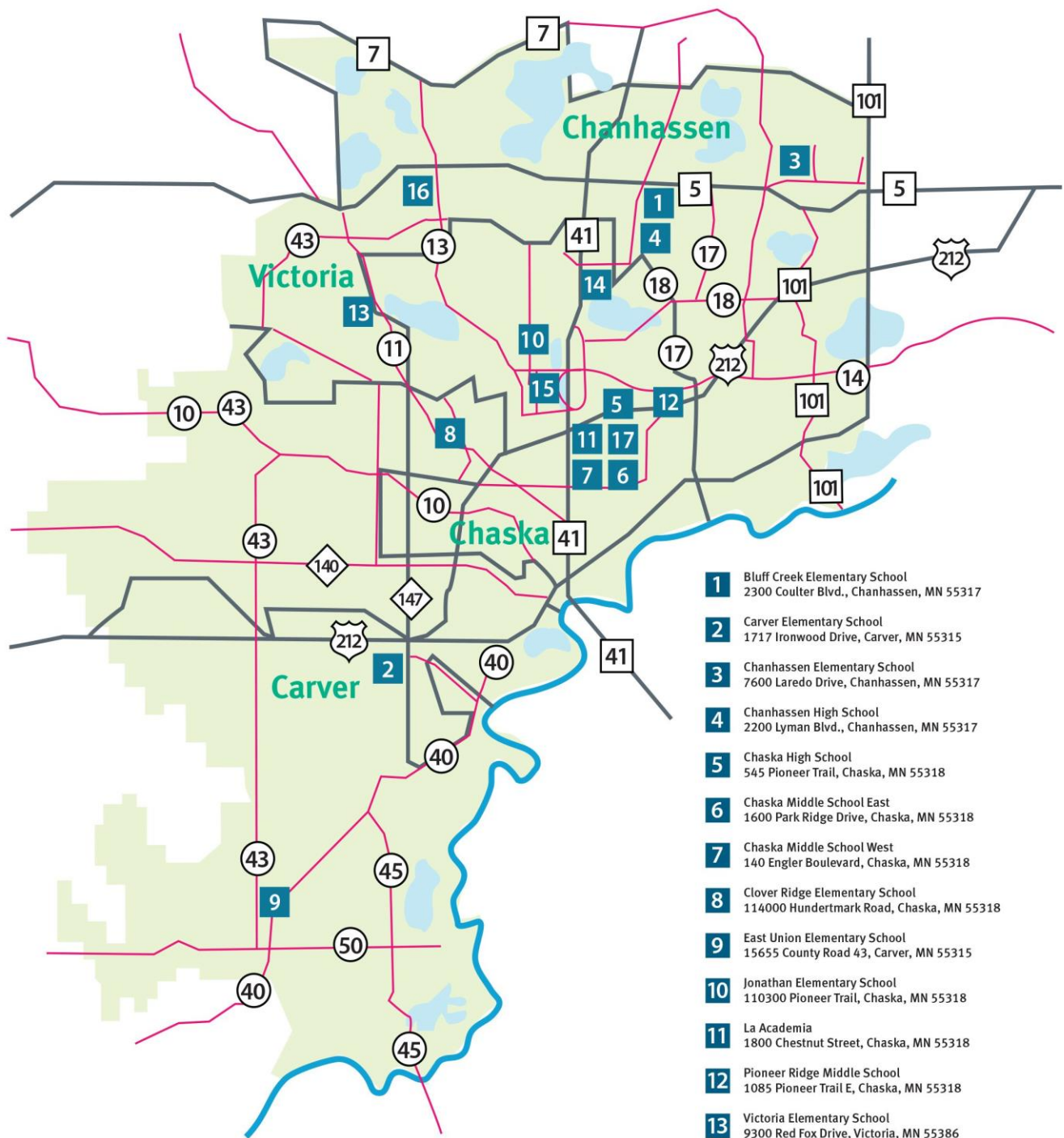
110600 Village Rd  
Chaska MN 55318  
Director Sue Harberts  
Main: 952-556-6400

## **Victoria Elementary**

9300 Red Fox Dr  
Victoria MN 55386  
Principal Jill Velure  
Main: 952-556-3000

## **Integrated Arts Academy**

11 Peavey Rd  
Chaska MN 55318  
Principal Tera Kaltsas  
Main: 952-556-6200



- 1** Bluff Creek Elementary School  
2300 Coulter Blvd., Chanhassen, MN 55317
- 2** Carver Elementary School  
1717 Ironwood Drive, Carver, MN 55315
- 3** Chanhassen Elementary School  
7600 Laredo Drive, Chanhassen, MN 55317
- 4** Chanhassen High School  
2200 Lyman Blvd., Chanhassen, MN 55317
- 5** Chaska High School  
545 Pioneer Trail, Chaska, MN 55318
- 6** Chaska Middle School East  
1600 Park Ridge Drive, Chaska, MN 55318
- 7** Chaska Middle School West  
140 Engler Boulevard, Chaska, MN 55318
- 8** Clover Ridge Elementary School  
114000 Hundertmark Road, Chaska, MN 55318
- 9** East Union Elementary School  
15655 County Road 43, Carver, MN 55315
- 10** Jonathan Elementary School  
110300 Pioneer Trail, Chaska, MN 55318
- 11** La Academia  
1800 Chestnut Street, Chaska, MN 55318
- 12** Pioneer Ridge Middle School  
1085 Pioneer Trail E, Chaska, MN 55318
- 13** Victoria Elementary School  
9300 Red Fox Drive, Victoria, MN 55386
- 14** District 112 Education Center Welcome Center  
and Integrated Arts Academy  
11 Peavey Road, Chaska, MN 55318
- 15** Early Childhood & Family Learning Center  
110600 Village Road, Chaska, MN 55318
- 16** Victoria Recreation Center/Ice Arena  
8475 Kochia Lane, Victoria, MN 55386
- 17** Eastern Carver County Athletic Center  
1650 Park Drive, Chaska, MN 55318

# Start and Dismissal Times

## Elementary Schools

School	Start Time	Dismissal Time
Bluff Creek Elementary	8:30 a.m.	3:00 p.m.
Carver Elementary	7:45 a.m.	2:15 p.m.
Chanhasen Elementary	7:45 a.m.	2:15 p.m.
Clover Ridge Elementary	7:45 a.m.	2:15 p.m.
East Union Elementary	9:35 a.m.	4:05 p.m.
Jonathan Elementary	8:30 a.m.	3:00 p.m.
Kinder Academy	9:35 a.m.	4:05 p.m.
La Academia	9:35 a.m.	4:05 p.m.
Victoria Elementary	9:35 a.m.	4:05 p.m.

## Middle Schools

School	Start Time	Dismissal Time
Chaska Middle School East	8:40 a.m.	3:30 p.m.
Chaska Middle School West	8:40 a.m.	3:30 p.m.
Pioneer Ridge Middle School	8:40 a.m.	3:30 p.m.

## High Schools

School	Start Time	Dismissal Time
Chanhasen High School	7:45 a.m.	2:35 p.m.
Chaska High School	7:45 a.m.	2:35 p.m.
Integrated Arts Academy	7:50 a.m.	2:28 p.m.

## Other

STAR	7:40 a.m.	2:15 p.m.
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# 2021-2022 School Calendar

Aug. 24-26..... New Teacher Workshop	July					August				
Aug. 30-Sept. 2 .....Teacher Workshop	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
Aug 31 – Sept 1..... Assessment Days K-5				1	2	2	3	4	5	6
Sept 6. ....Labor Day	5	6	7	8	9	9	10	11	12	13
Sept.7 .....School Opens	12	13	14	15	16	16	17	18	19	20
Nov. 23..... Last Day of First Trimester	19	20	21	22	23	23	24NTW	25NTW	26NTW	27
Jan. 21..... Last Day of First Semester	26	27	28	29	30	30W	31W/A			
Mar. 3..... Last Day of Second Trimester										
June 7..... Last Day of School K-5	September					October				
June 9..... Last Day of School 6-12	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
June 10..... Graduation			1W/A	2W	3					1
<b>No School – Students/Staff</b>	6	7📖	8	9	10	4	5	6LS	7	8
Sept 6 .....Labor Day	13	14	15	16	17	11	12	13	14	15
Oct 21-22..... Education MN	20	21	22	23	24	18	19	20	21	22
Nov 24-26..... Thanksgiving Break	27	28	29	30		25	26	27	28	29
Dec 23 – Dec 31..... Winter Break										
Jan 17..... MLK Day	November					December				
Feb 21 .....President's Day	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
Mar 28-April 1..... Spring Break	1	2	3	4	5🌟			1	2	3
April 15..... Late Spring Break	8	9	10	11	12	6	7	8LS	9	10
May 30..... Memorial Day	15	16	17	18	19	13	14	15	16	17
<b>No School – Students</b>	22	23▲	24	25	26	20	21	22	23	24
Oct. 25 ..... Conference/Workshop	29	30				27	28	29	30	31
Nov. 29. .... Conference/Workshop										
Jan 24 ..... Conference/ Workshop	January					February				
Mar. 4..... Conference/Workshop	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
June 8-9 ..... Workshop K-5	3	4	5	6	7		1	2	3	4
June 10..... Workshop 6-12	10	11	12	13	14	7	8	9LS	10	11
<b>Late Start (2 hours late)</b>	17	18	19	20	21🌟	14	15	16	17	18
Oct.6..... Late Start	24	25	26	27	28	21	22	23	24	25
Dec 8. .... Late Start	31					28				
Feb 9. .... Late Start										
May 11..... Late Start	March					April				
<b>Student Days/Quarters (IAA)</b>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
1st Quarter.....41		1	2	3▲	4					1
2nd Quarter.....43	7	8	9	10	11	4	5	6	7	8
3rd Quarter.....42	14	15	16	17	18	11	12	13	14	15
4th Quarter.....47	21	22	23	24	25🌟	18	19	20	21	22
<b>Student Days/Semester (Grades 6–12)</b>	28	29	30	31		25	26	27	28	29
1st Semester.....84										
2nd Semester.....89	May					June				
<b>Student Days/Trimester (Grades K–5)</b>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
1st Trimester.....53	2	3	4	5	6			1	2	3
2nd Trimester.....58	9	10	11LS	12	13	6	7☉K-5	8	9☉6-12	10📖
3rd Trimester.....62	16	17	18	19	20	13	14	15	16	17
	23	24	25	26	27	20	21	22	23	24
	30	31				27	28	29	30	

Key	
■	No School – Students/Staff
■	No School – Students
🌟	Last Day of Quarter (IAA)
+	Last Day of Semester (Grades 6–12)
▲	Last Day of Trimester (Grades K–5)
LS	Late Start (2 hours late)
☉K-5	Last Day of School K-5
☉6-12	Last Day of School 6-12
📖	Graduation

173 Student Days

185 Teacher Days

Teacher Compensation Days for Evening Conferences: Nov. 24, Jan. 17 and Feb. 21

11/16/20

# SUB PAYROLL SCHEDULE 2021-2022

<b>Dates Worked:</b>	<b>Paycheck Date:</b>	<b>Weeks in paycheck</b>
9/6/2021 to 9/19/2021	9/30/2021	2 weeks
9/20/2021 to 10/3/2021	10/15/2021	2 weeks
10/4/2021 to 10/17/2021	10/29/2021	2 weeks
10/18/2021 to 10/31/2021	11/15/2021	2 weeks
11/1/2021 to 11/14/2021	11/30/2021	2 weeks
11/15/2021 to 12/5/2021	12/15/2021	2 weeks
12/6/2021 to 12/19/2021	12/31/2021	2 weeks
12/20/2021 to 1/2/2022	1/14/2022	2 weeks
1/3/2022 to 1/16/2022	1/31/2022	2 weeks
1/17/2022 to 1/30/2022	2/15/2022	2 weeks
1/31/2022 to 2/13/2022	2/28/2022	2 weeks
2/14/2022 to 2/27/2022	3/15/2022	2 weeks
2/28/2022 to 3/13/2022	3/31/2022	2 weeks
3/14/2022 to 4/3/2022	4/15/2022	3 weeks
4/4/2022 to 4/17/2022	4/29/2022	2 weeks
4/18/2022 to 5/1/2022	5/13/2022	2 weeks
5/2/2022 to 5/15/2022	5/31/2022	2 weeks
5/16/2022 to 5/29/2022	6/15/2022	2 weeks
5/30/2022 to 6/10/2022	6/30/2022	1 week

If eligible for bonuses those will be paid out on 6/30/2022





**As a substitute teacher your job is to:**

- Arrive on time and stay until the assignment is complete.
- Stay with your class at all times – do not leave students unattended.
- Follow and enforce school/classroom rules.
- Complete the lesson plan left by the teacher.
- Complete extra duties as required.
- Clean up the room at the end of the day.
- Write a note to the teacher about the day.
- Be a positive role model.
- Keep students safe.

**As a substitute para/clerical your job is to:**

- Arrive on time and stay until the assignment is complete.
- Stay with your class at all times – do not leave students unattended. (Para)
- Follow and enforce school/classroom rules.
- Follow the teacher's instructions. (Para)
- Complete extra duty as required.
- Help clean up the classroom at the end of the day. (Para)
- Be a positive role model.
- Keep students safe.

**Reporting to a school:**

- Arrive on time and report to the main office
- Wear your visitor ID badge
- Have your Aesop confirmation number with you
- Receive your sub folder and directions for the day (containing building rules & procedures)
- Perform all responsibilities as outlined in the sub folder and lesson plans
- If you need to leave the building for any reason, please inform the main office

**Lunch:**

We invite you to join the staff in the lounge during your 30-minute lunch time (licensed staff are paid; non-licensed staff are unpaid). A refrigerator is available for bag lunches. If you are in an elementary building you may order lunch on the lunch count with your class. At the secondary buildings lunch may be purchased directly in the cafeteria. Lunch price is \$3.95.

**Prep Periods:**

Substitute teachers working a full day in any building will be provided a 30-minute lunch and preparatory period(s). At the District's discretion, a substitute may be required to teach during a regularly scheduled "prep" period. If you cover a prep period please ask to fill out a prep period form at the main office for the additional pay of \$10-20.

**Concluding the assignment:**

- Report to the main office
- If it is necessary to leave earlier than the time indicated you must let the main office know this when you accept the assignment. If leaving early will disrupt the daily schedule a different sub may need to be assigned.
- If you finish your assignment before the expected departure time, please check with a co-worker or office staff to see if there are any tasks you can complete in your remaining time. Make yourself available.

**Rates of Pay:**

Licensed teacher substitutes -	\$143.00 per day ( <u>over</u> 4 hours) \$71.50 per half day (up to 4 hours)
Non-licensed substitutes -	\$15.00 per hour
Special Education para substitutes -	\$16.00 per hour

Licensed District 112 retiree substitutes -	\$148.00 per day ( <u>over</u> 4 hours) \$74.00 per half day (up to 4 hours)
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**Bonus Opportunity:**

- Substitute Teachers  
    >45 days X Sub Rate X 10% to a maximum of \$1,000.00  
    Example: Sub 70 days  
     $70-45=25 \times \$143 \times 10\% = \$357.50$
- Non-licensed Substitutes  
    >315 hours X Sub Rate X 10% to a maximum of 1,000.00  
    Example: Sub 490 hours  
     $490-315=175 \times \$15.00 \times 10\% = \$262.50$

**Payroll:**

Payroll is on the 15<sup>th</sup> and last day of month. If this falls on a weekend, payroll will be deposited on the Friday prior.

**Supervision during the day:**

The presence of adults in the hallways helps to curb unnecessary behavior. All teachers are requested to be in the hallways at the end of the day to supervise and bid farewell to students as they leave school for the day

**Security Procedures:**

During school hours all visitors must use the main, secure school entrance. You will be asked to show your driver's license and will receive a badge to be worn at all times. All staff should politely ask any visitor without a badge to please check with the office. This is imperative for building security. Should you notice anything suspicious please contact the main office. Staff should not try to determine whether there is present danger, just report it immediately.

**Student/Staff Injury:**

In case of injury to a student, teachers are advised not to move the student until the nature and extent of the injury has been determined. If a professional opinion is desired before moving a student, send another adult or student to get the school nurse, or call the main office. As soon as possible after the injury, the teacher responsible for supervision at the time of the injury is required to complete an accident form found in the nurse's office. Adults who are injured during the workday are required to call the SFM hotline number 855-675-3501 along with the supervisor/principal. Check with the main office for assistance.

**Snow Days/School Cancellations:**

It is the substitute's responsibility to watch for school closings. When conditions are such that school may be closed or delayed, please monitor WCCO radio or television for the official announcement. Our District is listed as **Eastern Carver County Schools**. The District will also post complete information on the District's website, [District112.org](http://District112.org), as soon as possible after decisions have been made. In the event of a school closing we will cancel all jobs for that day and you will get an email notification that your job is canceled.

**Substitute Cancellation Policy**

If you must cancel an assignment within 24 hours of the start of the absence, please cancel in Absence Management (AESOP) immediately and then please contact the school's administrative assistant where the assignment will be unfilled.

**Job Cancellation Policy**

Always check your assignment on-line or over the phone in Absence Management (AESOP) before you leave for a job. Assignments can be canceled up to one hour before the start time. You will not be paid for showing up to cover a canceled job.

**Professional Development:**

Substitutes may attend district-wide and school-based professional development opportunities that are appropriate to their licensure areas. Please contact the event organizer in advance to ensure space and request any needed documentation.

Other general questions about CEUs can be directed to Elizabeth Johnson, in the Teaching and Learning Department: 952-556-6230, or [JohnsonE@district112.org](mailto:JohnsonE@district112.org).

If you are a paraprofessional substitute and are interested in attending any district special education workshops please contact Specialized Services Admin Assistant at 952-556-6170.

**Confidentiality:**

Confidentiality is one of the most critical and important aspects of a substitute position.

Learners and parents have a legal and ethical right to data privacy.

- Consider as a general rule putting yourself in the learners and parents' position. What information would you want discussed with others regarding your child? In what settings and with whom?
- Information regarding specific learners and programs should remain confidential and should not be shared in lunchrooms, staff rooms or out in the community.
- Substitutes should question school policies only through the proper school-designated channels, generally beginning with the principal of the building.
- Substitutes must support teacher techniques, materials and methods especially in the presence of learners, parents and other staff. Team integrity is essential to success.
- When having conversations or writing information regarding a learner or family that contains confidential information, be aware of those around you who may be within hearing or reading distance.

**You can make a difference:**

Your contribution to the overall educational program is appreciated. You can make a difference between a productive day of learning for students and lost instructional time.

As a substitute you are an official ambassador of ECCS in your contact with students, staff and the community at large. If you have concerns of any kind, please see the building administration.

We appreciate hearing from our substitutes regarding questions or concerns. If you have suggestions for improvement, please contact us at 952-556-6254. You may also reach out to any member of the Human Resources team.

**Human Resources:**

Dr. Jim O'Connell - Director	952-556-6251
Pam Jensen, Finance/HR Manager	952-556-6291
Laurie Zebell, Benefits Specialist	952-556-6253
Stacy Schulze, HR Specialist	952-556-6250
Jean White - HR Specialist	952-556-6252
Rachel Annala - HR Admin Assistant	952-556-6254

## Special Education Substitutes

Thank you for your interest in subbing for our district's special education program. We are proud to provide our services through many different programs, all of which have layers of support for our special education teachers and their substitutes. In all programs, substitutes are likely to be teaching or reinforcing a wide variety of skills including academic, social, emotional, behavioral, and functional skills. Teachers are expected to provide substitutes with lesson plans and all materials, information, and building supports necessary for a successful experience.

### Resource Program (Available in all school buildings):

- Co-Teaching with general education teachers (push-in services)
- Co-Teaching with special education teachers (can be push-in or pull-out services depending on the setting the teaching occurs in)
- Targeted, direct, specialized Instruction in a special education setting (pull-out services typically occurring in the resource room setting)

### Center-based Programs:

All students receiving services at center-based programs are receiving those services in the program because the program is structured, staffed, and designed to meet individual student's needs and highlight their personal strengths. Programs are not designed as a program for a specific disability. However, students with the same disability often tend to have similar needs therefore each program is likely to have students with the disabilities listed below.

Center-Based programs have a higher adult-to-student ratio which is accomplished through both certified staff and paraprofessional support. Substitutes are NEVER left alone with students or placed in difficult situations. Our teaching teams have worked hard to plan for absences and assure that substitutes will feel safe, comfortable, and fully capable of delivering teacher lesson plans.

### Introduction to our Programs:

- **AIM:** Located at Carver Elementary, Chaska Middle School West, and Chanhassen High School  
-Programming tends to best meet the unique needs of students with Neuro/Biological Autism
- **DISCOVER:** Located at Chanhassen Elementary, Chaska Middle School West, and Chanhassen High School  
-Programming tends to best meet the unique needs of students with Developmental Cognitive Disabilities
- **ASPIRE:** Located at Bluff Creek Elementary, Chaska Middle School West, Chanhassen High School  
-Programming tends to best meet the unique needs of students with Asperger's and Autism Spectrum Disabilities
- **EMBARK:** Located at Bluff Creek Elementary School, Chaska Middle School East, and Chanhassen High School  
-Programming tends to best meet the unique needs of students with Emotional and Behavioral Disabilities
- **Family Learning Center (FLC):** Located at 110600 Village Rd Chaska  
-All students receiving services at the FLC are children between the ages of Birth to 5 years of age
- **Steps Toward Adult Responsibility (STAR):** Located at Crosby Park - 309 Lake Hazeltine Dr Chaska  
-All students receiving services at STAR are students between the ages of 18 and 21 years of age  
-Programming best meets the need for continued transition to adulthood and adult responsibilities

If you are a paraprofessional substitute and are interested in attending any district special education workshops please contact Specialized Services Admin Assistant at 952-556-6170.

## HOW TO VIEW YOUR PAYCHECK ONLINE THROUGH SKYWARD

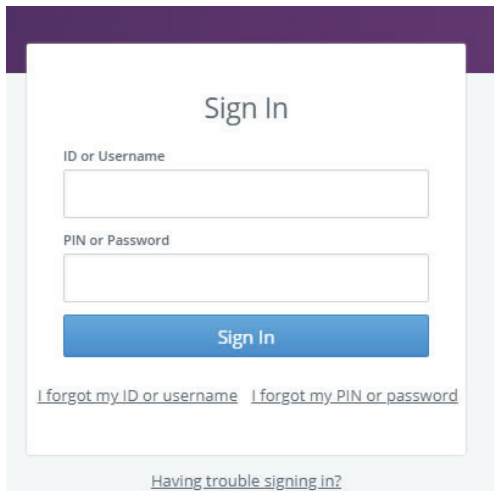


ECCS has a paperless payroll system. Once you have been entered into the system you can view your paycheck online through Skyward. First time users, please follow the directions below:

- Go to [www.district112.org](http://www.district112.org)
- From the "Staff" heading choose "Skyward"
- Click on "Forgot your Login/Password?"
- Enter your e-mail address
- If you are not sure if the district has your current email address please send it to [annalar@district112.org](mailto:annalar@district112.org)

You will receive an e-mail with a link you will need to click on to enter a new password for Skyward employee access.

## Absence Management (formerly AESOP)



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

### SIGNING IN

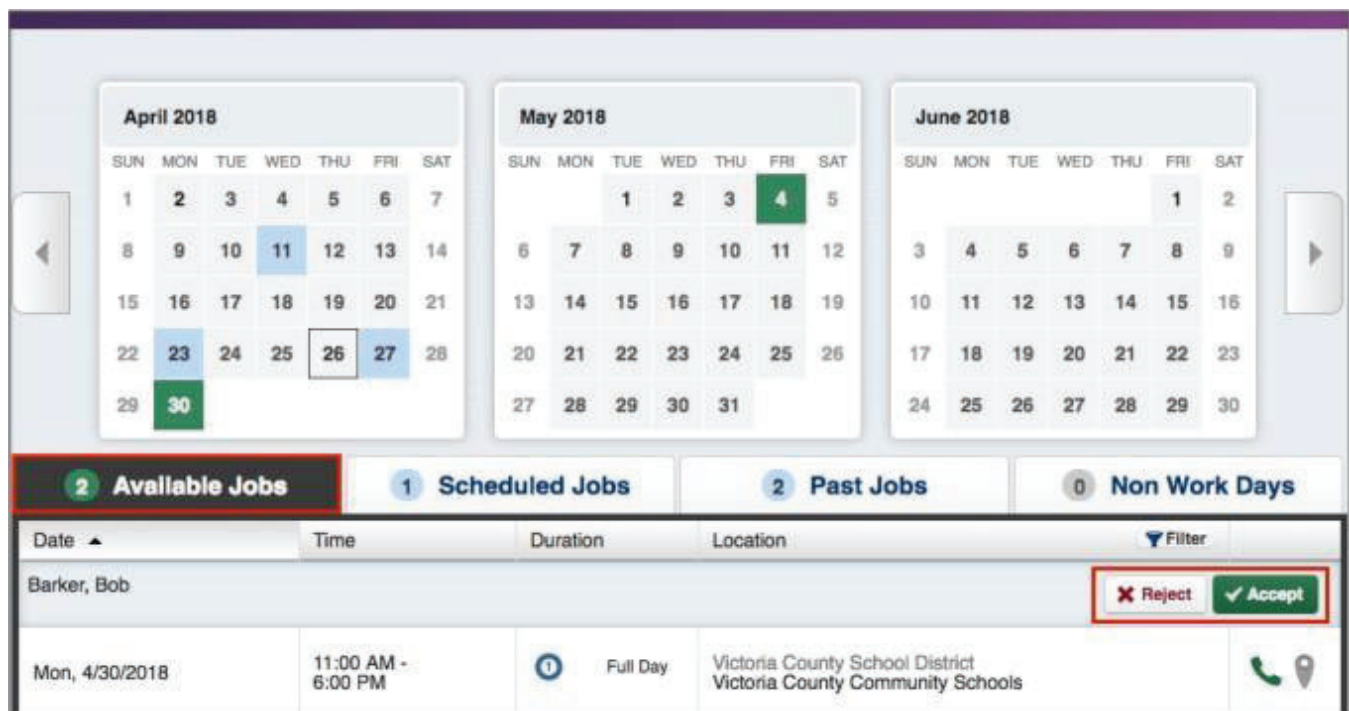
To log in to the absence management application, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar. The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

### 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).



The screenshot displays the Absence Management application interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. Below the calendars, there are four tabs: "2 Available Jobs", "1 Scheduled Jobs", "2 Past Jobs", and "0 Non Work Days". The "Available Jobs" tab is selected, showing a list of jobs. The first job is for "Barker, Bob" on "Mon, 4/30/2018" from "11:00 AM - 6:00 PM" for a "Full Day" at "Victoria County School District" and "Victoria County Community Schools". To the right of the job details, there are two buttons: "Reject" (with a red X icon) and "Accept" (with a green checkmark icon). The "Accept" button is highlighted with a red box.

Date	Time	Duration	Location	Filter
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	<a href="#">Reject</a> <a href="#">Accept</a>

## 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.



## District 112 Policies

Click [HERE](#) to view District 112 Policies for Staff