



**Academy North Campus:** PreK through 2<sup>nd</sup> grade – 12161 Park Center Drive, Westminster, 80234

**Academy Main Campus:** 3<sup>rd</sup> through 12<sup>th</sup> grade – 11800 Lowell Blvd., Westminster, 80031

### Substitute and School Hours

	<u>Subs Hours M-F</u>	<u>Tues Subs after check-in</u>	<u>School Hours M. T. W. Th. F</u>
<b>North Campus</b>	7:15 am – 3:15 pm	Cafetorium	7:45 am - 2:55 pm
<b>Main Elementary</b>	7:30 am – 3:30 pm	North gym	8:05 am - 3:15 pm
<b>Secondary</b>	7:30 am – 3:30 pm	North gym	8:00 am - 3:30 pm

**North Campus Info:** Substitutes park across the street in the DeVry parking lot. Enter through the south side door that enters in to the Cafetorium. Then proceed to the front office to check-in with the Receptionist who arrives at 7:15 am. Front doors are unlocked at 7:30 am when students arrive and go directly to their classrooms.

**Main Campus Info:** Substitutes park on West side of the building. You can park in Visitor parking that is found on each side of the sidewalk that separates the 2 parking lots. Enter the main doors and to go office 150. Doors are unlocked at 7:15 am and check will begin at 7:30.

**Both Campuses:** Your substitute assignment may be changed based on school needs.

**Dress Code:** Business casual, except jeans are allowed on Fridays.

**Pay Information:** \$120/full day for a 4-year degree, or \$140/full day for a CDE license. We pay full day pay or 8-hour days or half day pay or 4-hour days. Days worked from the 16<sup>th</sup> of the prior month to the 15<sup>th</sup> of the current month are paid on the last business day of the month. You are paid once a month. At the end of each year a bonus will be paid as follows:

\$20 bonus for each day worked at or over 85 days

\$10 bonus for each day worked at 60-84 day

**School Closure:** Snow days and other closures are posted in the announcement area of the school's website or on major news channels. Make sure it is The Academy in Westminster.

**Fire Drills, Lock-Out Drills etc.:** Please take note of the green emergency folders by the classroom doors wherever you are subbing.

**Phone apps for Absence Management / Aesop:** These will aid you in getting to the available substitute jobs first!

Jobulator

**Phone calls for substitute jobs:** You will be called the night before, or the morning of. ***It will be an 800 number, DO NOT JUST HANG UP. To stop the phone calls, you must say Hello and accept or decline the job; otherwise, you will continue to receive calls.***

# Absence and Substitute Management



## LOGGING IN ON THE WEB

To log in to the absence management system, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

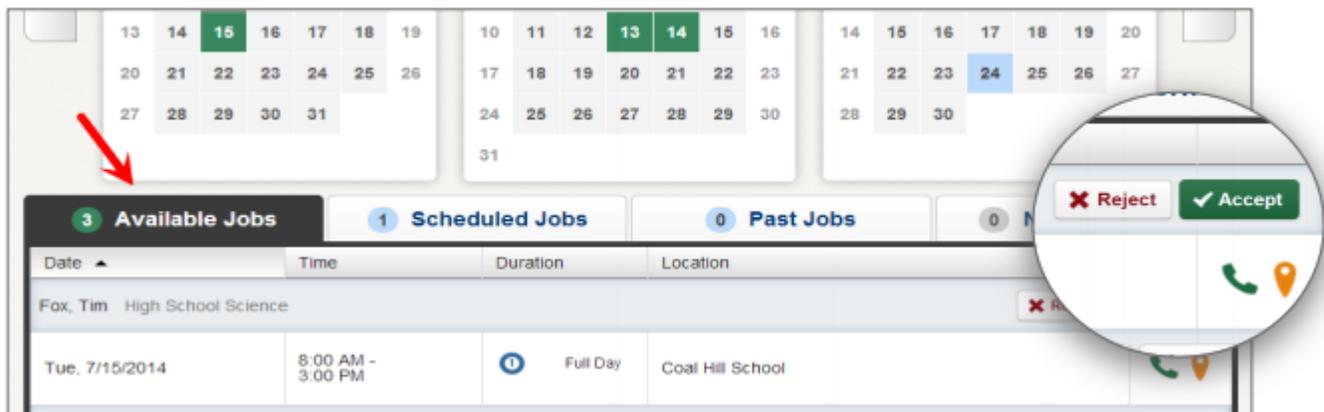
The Sign In page will appear. Enter your ID and PIN and click **Login**.

## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

## SEARCHING FOR AVAILABLE JOBS

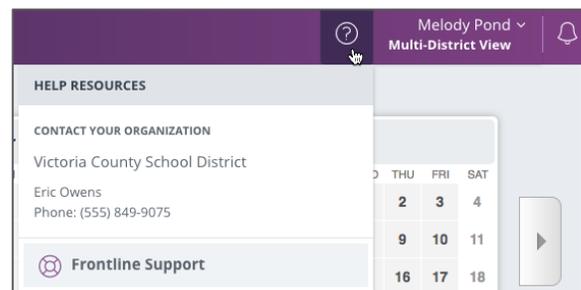
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

## 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** to go to the Learning Center to search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over 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 start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling 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). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.

