



# Substitute Services

## Secretarial Handbook

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## FORMS

**SUBSTITUTE TEACHER REPORT FORM**

**SUBSTITUTE COMMENDABLE PERFORMANCE REPORT**

**SUBSTITUTE TEACHER/ASSISTANT APPRAISAL REPORT**

# WELCOME

Welcome back to another great year at Albuquerque Public Schools (APS) for 2018-2019. As you know, a large part of your job is obtaining and monitoring coverage for absent staff. The Substitute Services staff will do everything we can to make this as painless as possible. Substitute teachers/educational assistants, etc. are a critical component in providing a quality education to the students in APS. It is estimated that students will spend 10%, or more than one year, of their K-12 educational experience under the instruction of a substitute teacher. I can't emphasize their importance enough!

Substitutes work on an "as needed" basis. Many substitutes rely on this career as their only means of livelihood and do consider this to be a full time job. **As the school secretary, these employees rely on your expertise to assure that their paychecks are timely and correct.**

In the absence of the contract employee, the District relies on each substitute to provide continuity of instruction for students. They are often thrown into unfamiliar and varying educational situations. They must assume responsibilities in different schools with a variety of expectations. At best, it is a difficult task, requiring professionalism at all times.

For information not found in this handbook regarding Substitutes, you may want to become familiar with the Substitute Employee Handbook which can be accessed at [www.aps.edu](http://www.aps.edu). Follow the department link to Substitute Services.

Please communicate with the Substitute Services staff regarding any needs pertaining to substitutes.

Phone: (505) 889-4848

Fax: (505) 889-4884

Email: [subservices@aps.edu](mailto:subservices@aps.edu)

Thank you for your commitment to the education of all our students in Albuquerque Public Schools!

# The Essentials

1. Establish a daily routine to:
  - a. Perform an absence check for the day.
  - b. Create jobs in SmartFindExpress (SFE) for emergency absences.
  - c. Report late arrivals and no shows for substitutes to the Substitute Services Office.
  - d. Verify substitute jobs—if this is not accomplished by the payroll deadline for the pay period, **the school must submit a handwritten time sheet**. Verifying assignments on time ensures substitutes are paid correctly and on time.
2. Train a backup person to manage substitutes in your absence. Make sure they contact Substitute Services for access to SmartFindExpress. Please do not share your access I.D. or PIN number with your back-up as they can be set up with their own.
3. Treat your substitutes as part of your staff—with **RESPECT**. This will keep substitutes returning to your school.
4. Train your staff on your school's expectations and negotiated agreement requirements for substitute use. (See "Training Your Staff.")
5. Develop a pool of contingency substitutes to help in emergency situations when there are no district substitutes available. Contingency substitutes are for emergency use only and are a 'last resort'. **They may not be assigned long-term positions.**
6. Keep track of long-term assignments. Per the state of New Mexico, your principal must notify the guardians of all students who are taught by a substitute for longer than 4 weeks. Help keep him/her in compliance.
7. Provide evaluation forms to the teachers and administrators to perform evaluations for substitutes. As well, provide Substitute Teacher Report form to substitutes to collect data regarding teacher preparation. (Forms are included in handbook)
8. Creating a supply cabinet for substitutes is always a welcome gesture. They often need paper, dry erase markers/chalk, pencils, colored pencils/crayons, paper clips, staples, folders, etc.
9. Remember, we are always available to help! Call Substitute Services at 889-4848 or 889-4849 any time for assistance. We love hearing from you.

## Training Your Staff

In this section, you will find information to help your staff meet district requirements and make the most of the use of substitutes. Please share this information with all appropriate\* staff members as soon as possible. You may wish to copy and place on their mailboxes.

\* Appropriate staff includes teachers, itinerant teachers, educational assistants, social workers, counselors, librarians, coaches, school nurses, health assistants, SLP's, Diagnosticians and instructional coaches.

### **Staff responsibilities in reporting absences:**

1. All absences **must** be registered through SmartFindExpress (SFE). (Many will be reported with 'No Sub Required'. These must be registered as well.)
2. If a staff member does not require a sub (i.e. a teacher absence on an in-service day); s/he must specify this when reporting the absence. Otherwise, a substitute will be sent and paid for lost time from that person's cost account.
3. While the earliest possible notification assures the greatest chance for substitute coverage, the APS/ATF negotiated agreement requires that staff report absences no later than 6:30am on the day of the absence.
4. Scheduled absences (i.e. staff development) must be reported ASAP after the site administrator approves the leave.
5. Staff **must** review profile in SmartFindExpress for correctness of pertinent personal information location, subject, and duty time. (Change forms are obtained from the school secretary.)
6. Get the job number from the system. The receipt of a job number is the assurance that the staff member has registered the absence and has fulfilled contractual obligations.
7. If the staff member wishes to request a specific substitute, this should be done through prearrangement where the staff has already contacted the substitute.

### **Utilizing Substitute Teachers:**

1. The APS/ATF Negotiated Agreement requires teachers to "provide lesson plans, instruction, and classroom management information for substitute teachers".  
(HELPFUL HINTS):
  - a. Prepare your students. Set expectations for acceptable conduct by students when their teacher is absent.
  - b. Leave adequate plans. Make sure that all books, worksheets, answer keys, and materials are organized and ready for use.
  - c. Leave a current class list, health plans, and seating chart. Identify a student or two who can be relied on for information and classroom procedure assistance.
  - d. Leave a copy of the school discipline plan and your own classroom rules and/or discipline plan. Leave the name and room number of another teacher who can provide assistance, *if needed*.
  - e. Explain what to do if there is an emergency in the classroom (intercom/phone location, fire drill procedure/exit plan, lockdown drill, etc.)
  - f. Leave a packet of optional activities if the students finish early or if an emergency arises.
2. The school secretary may have a list of substitutes regularly used by the school. This is a good resource.
3. Staff reports on substitute performance are important in the evaluation process. Please complete an Unsatisfactory Performance/Behavior Report or a Substitute Commendable Performance Report as appropriate. These forms are included in this handbook.
4. Avoid as much as possible scheduling absences (professional development, personal days, etc.) on Mondays and Fridays or during 'peak' months (December, February, and April) when absences

are high. The available substitute pool is limited at these times. You may not receive substitute coverage for your class.

5. Teachers mentoring student teachers may utilize the student teacher as a substitute for no more than ten (10) days. **Student observers may not substitute at all.**

## Compensation for Substitutes

### 1. Day to Day Assignments—Full Day

- a. If a Substitute shows for a job but is no longer needed, the substitute will receive one hour of pay. S/he may call Smart Find Express to check for available jobs for the remainder of the day. A timesheet must be completed by the school and submitted to payroll.
- b. If a substitute is scheduled to **work** 1-2.25 hours, the substitute will be paid for 2.25 hours. Maximum paid hours per day is 6.5 hours.
- c. If the Substitute **works** from over 2.25 to 4.25 hours, s/he will receive 4.25 hours of pay. Maximum paid hours per day is 6.5 hours.
- d. If the Substitute **works** from over 4.25 to 6.5 hours, s/he will receive 6.5 hours of pay. Maximum paid hours per day is 6.5 hours.
- e. Working over 6.5 hours will be compensated at the hourly rate in 15 minute increments to a maximum of 7.5 hours. No work is to be scheduled or paid in excess of 7.5 hours. Must be preapproved by the school principal and paid by completing a timesheet under the school budget.
- f. **Substitutes are not entitled to prep time. The school may assign a substitute to other teaching duties on an 'as needed' basis. As substitutes are paid as an hourly employee, this does not warrant additional pay.**
- g. The Substitute's duty day is equal to the teacher's duty day. The full day includes a half-hour duty free lunch, which is unpaid time.

### 2. Day to Day Assignments—Half Day

- a. Assignments begin and end with the duty time of the absent teacher and will be paid a minimum of 4.25 hours for work over 2.25 hours. If the Substitute is no longer needed for the assignment, the substitute will receive 1 hour of pay, must be paid by timesheet.
- b. A substitute working over 4.25 to 6.5 hours will be paid for 6.5 hours. Maximum paid hours per day is 6.5 hours. Exceptions are made for schools with extended hours of instruction.
- c. Working hours over 6.5 hours will be compensated at the substitute's hourly rate in 15 minute increments to a maximum of 7.5 hours. No work is to be scheduled or paid in excess of 7.5 hours. Must be preapproved by the school principal and paid by completing a timesheet under the school budget.

3. Wednesday (Elementary) Assignments: The absence time created for the substitute should be for the instructional day only. Long term substitutes can remain in the job assignment for the entire school day.

4. If a substitute accepts an additional position with APS while simultaneously working as a substitute, they will need to be hired as a second assignment for that position.

### 5. Long-term Assignments

- a. Substitute teachers will receive one (1) hour extra pay per day (at their current scheduled salary rate) beginning on the 5<sup>th</sup> consecutive full day of an assignment. Long-term pay only applies to work days where students are present in the classroom. Long-term job assignments are daily job assignments. *Note: Long-term salary is available only to substitute teachers, not to substitute educational assistants. Rationale: Substitute teachers take on the additional responsibility of lesson planning.*
  - b. **The substitute must call Substitute Services @ 889-4848 on the 5<sup>th</sup> consecutive day of their assignment or email [subservices@aps.edu](mailto:subservices@aps.edu) on their 5<sup>th</sup> consecutive day to report the following: their status as a long-term substitute, their name, employee # and job # in order to receive long-term pay.** If the substitute does not report their status as a long-term substitute on the 5<sup>th</sup> consecutive day of their long-term assignment, they will begin to receive their long term pay effective the day they report it to Substitute Services.
  - c. **It is the responsibility of the substitute teacher to contact Substitute Services upon completing the 5<sup>th</sup> consecutive day. This notification is necessary to receive the long-term salary in a timely manner.**
  - d. **If the substitute accepts another job assignment for a different teacher at the same school site or if they accept another job assignment at a different school site, this will break their long term job assignment. Once they break their long-term job assignment, they will need to call Substitute Services @ 889-4848 or email [subservices@aps.edu](mailto:subservices@aps.edu) on their 5<sup>th</sup> consecutive day of their long-term job assignment to be placed on the long-term substitute payroll list.**
  - e. Substitute teachers working long-term, half-day assignments will receive extra time up to 30 minutes a day.
  - f. **Effective 1/5/10, State Statutes & the Educational Retirement Board require that any substitute in a long-term job (for the same teacher) lasting more than 6 weeks (30 school days) must have a 7.9% contribution deducted from their check. The long term substitute will be required to complete ERB paperwork if they work longer than 6 weeks (30 school days).**
6. Payroll problems: After each check is received, the Substitute Teacher should check the pay stub or earnings statement for correctness of pay. If their pay is not correct, they must do the following:
- a. Requests for corrections should be made directly to the school Principal first. The school will be required to submit a timesheet to Payroll.
  - b. Contact Payroll second @ (505) 872-6889 to confirm that they received the timesheet.
  - c. If there is no resolution to the pay issue, the substitute must contact Substitute Services by your third paycheck. If no requests are made for corrections, the payroll will be considered correct after three pay periods.

## SUBSTITUTE PAYROLL SCHEDULE 2018-2019

P/R	PAY PERIOD	TIMESHEETS IN PAYROLL FRIDAY 4:30 PM	Jobs Verify by Friday End Pay Period 4:30 pm	CHECKS OUT FRIDAY (UNLESS NOTED)
1	6/23/2018 - 7/6/2018	7/6/2018	7/6/2018	7/20/2018
2	7/7/2018-7/20/2018	7/20/2018	7/20/2018	8/3/2018
3	7/21/2018-8/3/2018	8/3/2018	8/3/2018	8/17/2018
4	8/4/2018-8/17/2018	8/17/2018	8/17/2018	8/31/2018
5	8/18/2018-8/31/2018	8/31/2018	8/31/2018	9/14/2018
6	9/1/2018 - 9/14/2018	9/14/2018	9/14/2018	9/28/2018
7	9/15/2018 - 9/28/2018	9/28/2018	9/28/2018	10/12/2018
8	9/29/2018 - 10/10/2018	10/10/2018	10/10/2018	10/26/2018
9	10/11/2018 - 10/26/2018	10/26/2018	10/26/2018	11/9/2018
10	10/27/2018 - 11/9/2018	11/9/2018	11/9/2018	11/23/2018
11	11/10/2018 - 11/20/2018	11/20/2018	11/20/2018	12/7/2018
12	11/21/2018 - 12/7/2018	12/7/2018	12/7/2018	12/21/2018
13	12/8/2018 - 12/17/2018	12/17/2018	12/17/2018	1/4/2019
14	12/18/2018 - 1/7/2019	1/7/2019	1/7/2019	1/18/2019
15	1/8/2019 - 1/18/2019	1/18/2019	1/18/2019	2/1/2019
16	1/19/2019 - 2/1/2019	2/1/2019	2/1/2019	2/15/2019
17	2/2/2019- 2/15/2019	2/15/2019	2/15/2019	3/1/2019
18	2/16/2019 - 3/1/2019	3/1/2019	3/1/2019	3/15/2019
19	3/2/2019 - 3/19/2019	3/19/2019	3/19/2019	3/29/2019
20	3/20/2019 - 3/29/2019	3/29/2019	3/29/2019	4/12/2019
21	3/30/2019 - 4/12/2019	4/12/2019	4/12/2019	4/26/2019
22	4/13/2019 - 4/26/2019	4/26/2019	4/26/2019	5/10/2019
23	4/27/2019 - 5/10/2019	5/10/2019	5/10/2019	5/24/2019
24	5/11/2019 - 5/24/2019	5/24/2019	5/24/2019	6/7/2019

**ALL TIMESHEETS ARE DUE EVERY FRIDAY BY 04:30 PM**  
**ALL JOBS MUST BE VERIFIED BY 4:30PM ON PAY DAY.**

## Types of Substitutes

Following are categories of substitutes that are of special interest to you and your principal.

1. **Contingency Substitute:** is eligible to work at one school site as either a teacher or EA substitute. These substitutes are chosen and interviewed by individual schools and are to be used as a last resort. A high school diploma or equivalent is required. Contingency substitutes may apply online at [www.aps.edu](http://www.aps.edu), Jobs, Classified Application. Contingency substitutes **may not** be assigned to long term positions.
2. **Preferred Substitute:** is a substitute teacher or substitute educational assistant who you prefer to work at your school to fill the majority of your job assignments on a consistent basis. Preferred substitutes will be called for job assignments at your school first before they are called for district job assignments. Preferred substitutes can accept or decline a job assignment.
  - a. A preferred substitute is **never** placed in positions other than teaching or EA positions (i.e. clerical).
  - b. Please email [subservices@aps.edu](mailto:subservices@aps.edu) with the names and employee numbers of the substitutes you want to designate as preferred in SmartFindExpress. A school is not limited to a certain number of preferred substitutes.
3. **Long Term Substitute:** is asked to cover the same classroom for an extended period (longer than 5 days). S/he must have a minimum of 60 hours of college credit or an Associate's Degree and can work in the same classroom for up to 60 days. **\*\*\* state and federal law mandates that guardians of students taught by a substitute teacher for more than 4 consecutive weeks must be notified in writing.\*\*\*** (See *Principals' Employee/Labor Relations Guidance #4 for details.*)
4. **Student Teacher Substitute:** is working with a mentor teacher doing their student teaching. S/he may substitute for their mentor teacher only while still attending University class sessions. Student teachers may substitute for a maximum of ten (10) days.
5. **Educational Assistant Substitute:** is assigned to substitute for educational assistants only.

# Educational Assistant Differential Requirements

When a teacher is absent from his/her classroom and a Substitute Teacher has accepted the assignment, the Educational Assistant(s) in that classroom is not paid differential pay. This is the case whether the Substitute Teacher is a certified teacher or is not. Only when a teacher, Substitute or Contract, is not in the classroom and the Educational Assistant takes over the regular teacher duties and responsibilities, does the Educational Assistant receive differential pay. This is in full compliance with the Negotiated Agreement between the Board of Education of the Albuquerque Municipal School District Number 12 and the Albuquerque Educational Assistants Association.

## Differential

1. If the E.A. is required to monitor classroom activities in the absence of a teacher for a half (1/2) hour or more during any workweek, the E.A. shall be compensated at the rate of 1.5 times the E.A.'s regular hourly rate for each hour or fraction of any hour, in excess of the half hour deductible stated above. At no time should any E.A. be used to perform such duties on a regular basis. The compensation shall not apply for travel time or time in which the E.A. is observing student activities that are being monitored by a teacher, any certified employee or other supervisor of the activity.
2. An E.A. will substitute for a teacher for the entire workday when the E.A. and the supervisor mutually agree it would be appropriate. The half-hour deductible shall not be deducted when an E. A. substitutes for an entire day.
3. If more than one E.A. monitors classroom activities in the same classroom at the same time in the absence of a teacher, all the E.A.'s shall be compensated at 1.5 times their hourly rate.
4. If the District identifies an E.A. assignment which requires independent instructional responsibilities, the E.A. shall be compensated at the rate of 1.5 times the E.A.'s regular hourly rate for each hour or fractions of an hour for all eligible time.
5. If the E.A. and the supervisor mutually agree, the E.A. may choose to accept compensatory time instead of 1.5 of their regular rate. The compensatory time is earned at the following rate: the number of compensatory hours earned equals the number of hours monitoring classroom activity in the absence of a teacher.
6. Employee E.A.'s must be paid on a biweekly time sheet—not through Substitute Services.

# Accessing Substitutes

The Substitute Services Office is reliant on each school to help us access substitutes. We need your help in maintaining quality educators for our students. The principal/assistant principal or teacher being replaced may access substitutes. The following criteria may be used:

- Personal observations of substitute's work and/or professional demeanor.
- Reported observations of substitute's work and/or professional demeanor.
- Adherence to teacher's plans.

## Evaluation Reports:

1. **Substitute Commendable Performance Report (CPR)** The administration of teachers may complete a CPR for a substitute at any time. This report will be forwarded to the substitute by the Substitute Services office.
2. **Unsatisfactory Performance/Behavior Report (UBR)**
  - a. The school administration is requested to complete an Unsatisfactory Performance/Behavior Report for all incidents that reflect unacceptable professional behavior or performance of duties.
  - b. Recommendations for further action by the Manager of Substitute Services should be included in the report.
  - c. **Written documentation from the school must accompany all UBR's.**
  - d. An Unsatisfactory Performance/Behavior Report may require an appointment with the Manager of Substitute Services to discuss the incident.
    1. The Manager will determine if the substitute will be kept in rotation on SmartFindExpress.
    2. Seriousness of the charge is the determining factor of continued employment.
    3. If a substitute receives more than one (1) UBR during a period of 12 months, termination and/or discharge of your employment may follow.
    4. **Excessive UBRs, (3 or more UBRs) may lead to the termination and/or discharge of your employment with Albuquerque Public Schools.**
    5. In addition to the guidelines listed in the Substitute Handbook, you must also adhere to policies in the APS Employee Handbook, comply with the APS Standards of Conduct & APS Procedural Directives which can be found online at the APS website:  
<http://www.aps.edu/human-resources/current-employees/employee-handbook>
6. A 'No Show' is recorded as a UBR but does not require written documentation from the school. **Two 'No Shows' may result in termination and/or discharge.**
7. UBR's are mailed to the substitute teacher.
8. Written rebuttal may be attached or given to the Manager of Substitute Services.
9. Reports are submitted at the school's convenience; therefore, a delay may occur between the incident and the actual report. This illustrates the need to keep good documentation on your teaching assignments

# SmartFindExpress (SFE)

## LOGIN

- Using a web browser like Internet Explorer, Firefox, or Safari, visit <https://albuquerque.eschoolsolutions.com>
- Enter your Logon Information

## HELP

- Log into SmartFindExpress
- Click on the dropdown menu in the top right labeled Help
- Choose one of the help resources (guides or videos)

You can access important information from SFE.

Employee lists, available substitutes, absence reports, and job statistics are easily accessed and printed.

Included in this handbook are instructions on “how to” obtain:

- Individual absence counts
- Daily job counts
- Job statistics by the day or date range including the ability to query by absence reason
- Employee (school) list
- Available substitutes list

At any time, you can access additional “how to” information by calling Substitute Services at (505) 889-4848 or (505) 889-4849.

# Quick Reference Guide

## Browser Access Instructions

- Using a web browser like Internet Explorer, Firefox, or Safari, visit <https://albuquerque.eschoolsolutions.com>
- Review the messages in the text box
- Enter your Access ID and PIN
- Review announcements on your home page

## Announcements

- Administrator dropdown menu
- Choose Announcements
- Click on New button
- Select the location for the announcement
- Type in the text of the announcement
- Click on Save button

## Create an Absence

- Administrator dropdown menu
- Choose Create an Absence
- Enter the employee ID # or use the Name Lookup button. If Name Lookup is selected:
  - Enter the employee's first or last name (enter full or partial name)
  - Select the Search button
  - Select the Employee from the list by choosing the Name link
- Select a Location
- Select Classification
- Select Reason for this absence
- If applicable, enter the Cost Account
- Answer Yes/No if a substitute is required
- Select Start and End Dates for the absence
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select Start and End Times for your absence. (Default times are listed)
  - To change defaults, enter the time in HH:MM AM or HH:MM PM format

- Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times

## • Reporting MULTIPLE DAYS

- If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.
- If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.
- If desired, Request a particular substitute
  - Enter the substitute's employee ID number or use the Name Lookup button
  - Indicate if the requested substitute has accepted this job
    - **Yes** = substitute is prearranged will not be called and offered the job
    - **No** = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute
- Enter comments for administrator viewing only
- Select the Continue button
- Select the Create Absence button to receive a Job Number
- Please write down this Job Number

## Create a Vacancy

- Administrator dropdown menu
- Choose Create a Vacancy
- Select Calendar for Vacancy
- Select Location for Vacancy
- Select Classification for Vacancy
- Select Reason for this absence I
- If applicable, enter the Cost Account
- Select Start and End Dates for the absence
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select Start and End Times for your absence. (Default times are listed)
  - To change defaults, enter the time in HH:MM AM or HH:MM PM format
  - If every day of the vacancy does not start and end at the same time, press Modify Times.

- **Reporting MULTIPLE DAYS**

- If the days are non-consecutive, press Modify Times.
- If desired, Request a particular substitute
  - Enter the substitute's employee ID number or use the Name Lookup button to find the substitute by name
  - Indicate if the requested substitute has accepted this job
    - **Yes** = substitute is prearranged will not be called and offered the job
    - **No** = call will be placed and the substitute will be offered the job
- Select the Create Vacancy button to receive a Job Number
- Please write down this Job Number

**Daily Job Counts:** use to search and view a count of jobs at your location for a month. Past, present and future job counts can be viewed.

- Select Month and Year
- Select Reason for absence or leave blank for all reasons
- Select Location
- Select Search button
- You may search other months by using the Previous Month or Next Month buttons.

**Job Inquiry/Reports:** use to search, view and print job reports for your location. Past, present and future jobs may be viewed or modified.

### Today's Job Inquiry

- Select the Search button or Create Report button for a list of all jobs for today

### Job Inquiry

- Enter a Job Number or Search criteria for a list of jobs
- Job Types - All (includes Absences and Vacancies), Absences or Vacancies
- Job Status – All (exclude canceled), All (include canceled), Open & Active, Open, Active, Finished & Verified, Finished, Verified, Canceled

- Sub Status - All, No Sub Required, Filled, Not Filled
- Date Range - Defaults to Today. Enter dates or use the calendar icons to select dates
- Select options for Sort Order
  - Budget Code, Classification Name, Employee Name, End Date, Job # (default), Location Name, Reason Name, Start Date, Job Status, Job Sub-Status, Substitute Name
  - Select "Then By" Sort order (same options as Sort Order)
- If desired, select the More Search Options button to expand search criteria options
  - Classification
  - Classification Group
  - Location
  - Location Group
  - Reason
  - Employee Access ID (employee #)
  - Substitute Access ID (subs employee #)
  - Cost Account
- Select the Search button to view a list of jobs or to (Set All to Verify or Save Verified)
- Select the Job Number link to view or modify details of the job
  - Modify job actions to change the job's status including stop callout, re-open, cancel, and verify
  - Modify job information - Details of the job (time, reason, substitute, etc.) can be modified prior to the job ending
  - Select the Save button
- Other actions on the job detail screen
  - Filling Details button – Detailed information regarding all calls and disqualifications for the job
  - Reset button – Return the data to its original state before selecting the Save button
  - Return to List button – Return to the list that was created by the search
- **Create Report** creates a printed report of the selected job information. A report setup screens allows a choice for the printing of detailed or summary information
- **Export** creates a data file of the job information

**Priority Lists:** view, modify, and print priority lists of substitutes for your location. Substitutes are assigned a list number and level, which determines the order they will be called for jobs. The lowest order is called first.

### **New Priority List**

- Select the New button
- Enter substitute's access ID or use Name Lookup button
- Select List Type from drop-down menu (Preferred, Auto Assignment, Do Not Use)
- Select Classification from drop-down menu or enter the classification code
- Select either a location or employee, but not both
- Enter the sub list and level. (Default is 1)
- Select the Save button

### **Priority Lists Inquiry**

- Enter the search criteria or press the Search button for all priority lists
- Select List Type from drop-down menu (Preferred, Auto Assignment, Do Not Use)
- Select Classification from drop-down menu
- Select Location
- Enter employee's access ID or use Name Lookup button
- Select the sort order
  - Select sort by (default Substitute name) and "then by" sort order
- Select the Create Report button for a report
  - A report setup screen allows the choice of data to be included on the report
  - Select the View Report button
- Select the Search button for the search list
- Modify Priority List
  - Select substitute to modify by selecting the substitute's name
  - Modify substitute list and/or level
  - Select Save button
- Delete Substitute from Priority List
  - Place a checkmark in the Delete box

- Select the Delete button

**Profile Inquiry/Reports:** view and/or print a list of Employees for your location.

### **Profile Inquiry Tab**

- Enter name, access ID, external ID
- Select the Search button
- Select a profile by clicking the Select link by the name
- View basic profile information on the profile tab
- Select employee and links within the tabs for detailed information

### **Employee Inquiry Tab**

- Enter search criteria or select the Search button to return all employees at your location(s)
- Select a profile by clicking the Name link
- View basic information on the profile tab
- Select the employee tab and links within the tab for detailed information

### **Employee Report from the Employee Inquiry Tab**

- Enter search criteria or leave blank for all employees at your location(s)
- Select the Create Report button
- Select a report type from the report setup
  - Employee Detail Report
  - Employee Labels
  - Employee List
- Select the View Report button

### **Verify Finished Assignments**

- Assignments should be verified on a daily basis to ensure accuracy and timely reporting to payroll.
- Select Job Inquiry under the Administrator tab.
- Select Finished & Verified in the Job Status drop down menu.
- Click on each job number, review for accuracy and make adjustments as needed.
- Select the radial button for yes verify and save



# Substitute Teacher Report Form

**School Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Substitute Name:** \_\_\_\_\_

**Substituting for (teacher):** \_\_\_\_\_

Were the following provided?

- |  |                     |
|--|---------------------|
| _____ Textbook (s)                         | _____ Seating chart |
| _____ Class roster ( <i>student list</i> ) | _____ Grading key   |
| _____ Lesson plans                         | _____ Keys          |
| _____ Other necessary materials            |                     |

Did you grade papers?

Did you follow the teacher's lesson plans?

Did you give written work other than that specified in the lesson plans? *If so, explain:*

What was the general class attitude and atmosphere?

Were any students especially helpful? Did you have discipline problems? *If yes, please elaborate:*

<u>Helpful Students</u>	<u>Uncooperative Students</u>	<u>Unprepared Students</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments or suggestions: (*Please use back of paper if necessary*)

**NOTE: Please complete this form and leave in the main office with folder.**



## Substitute Commendable Performance Report

**Substitute Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

The following report is based on the commendable completion of a substitute assignment.

**REPORT:** *(describe the commendable actions of the substitute)*

**Reported by** (name/employee #): \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrator's Name:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please email ( [subservices@aps.edu](mailto:subservices@aps.edu) ) or fax (505-889-4884) this form to Substitute Services



## Substitute Teacher/Assistant Appraisal Report

Date of Incident: \_\_\_\_\_

School Name: \_\_\_\_\_ Location #: \_\_\_\_\_

Substitute Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

**UNSATISFACTORY TEACHING PERFORMANCE**     **UNACCEPTABLE BEHAVIOR REPORT**

Did substitute and site administrator meet?

YES (date and time):

NO

The following report is based on: (check one)

Personal observation

A reported observation of an unacceptable incident

### SUBJECT OF ALLEGATION(S):

Detailed Report: (Please attach extra documentation as needed)

Results of meeting with the substitute: (if applicable)

### RECOMMENDATION(S):

Do not allow this substitute to return to this site.

Please discuss issue with substitute but allow continuing work at this site.

Other: (please explain)

**Administrator's Name:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email ( [subservices@aps.edu](mailto:subservices@aps.edu) ) or fax (505-889-4884) this form to Substitute Services