



## **Substitute Guide**

Weld RE-5J School District  
Administration Office  
110 South Centennial Dr., Suite A  
Milliken, CO 80543  
Phone (970) 587-6050 Fax (970) 587-2607  
[www.weldre5j.org](http://www.weldre5j.org)



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## Introduction

Welcome to the Weld RE-5J School District as a Substitute. The District counts on you to help students learn in the absence of the classroom teacher for Certified Substitutes and classified employees for Classified Substitutes. This guide is to provide information that will answer questions that a Substitute may have, general information about the district, and should be viewed as a guide to assist in a successful year of substituting.

Serving as a substitute is sometimes a difficult assignment within the school system. It takes a versatile person to adapt to one grade level or subject one day and another the next week. You are very important to the Weld RE-5J School District and are recognized as an essential part of the educational process.

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Karen Trusler, Superintendent, 110 S. Centennial Dr., Suite A, Milliken, CO 80543: 970-587-6059 or the Office for Civil Rights, U.S. Department of Education, Region VIII Federal Office Building 1244 North Speer Blvd. Suite 310, Denver, CO 80204, 303-844-2991.

This handbook is a general guide. The provisions of this handbook do not constitute an employment agreement or a guarantee of continued employment. The Weld RE-5J School District reserves the right to change or add any provisions without notice which are in the best interest of the District and its students.



## General Information

Substitutes are approved by the Weld RE-5J Board of Education. Substitutes for the district are not guaranteed hours. Substitutes serve on a random basis and are not guaranteed a minimum number of employment days or hours per school year. Substitutes also have the option to decline positions due to personal schedules. Student Teachers placed in Weld RE-5J School District must complete their student teaching program and obtain licensure through Colorado Department of Education (CDE) prior to becoming a Certified Substitute for the district. All substitutes will receive a district email and will be required to check their email periodically. Certified Substitutes acknowledge this is not a teacher position as defended by C.R. S. 22-63-103(11).

## Minimum Requirements for Substitutes

Certified Substitute applicants must possess a Colorado Professional License, Initial License, or a 1, 3 or 5-year Substitute Authorization. For additional questions regarding licensure in the State of Colorado, you can visit the Colorado Department of Education website at [www.cde.state.co.us](http://www.cde.state.co.us).

Prior to adding a person's name to the active substitute list, a background check shall be carried out in accordance with state law. Substitutes must be approved by the Weld RE-5J Board of Education. To be employed by Weld RE-5J you must accept at least 1 job every 8 weeks. If you are unable to work during an 8 week period but wish to continue working in the future, Human Resources must be notified before the 8 week mark. Otherwise you will be removed from the substitute list. You will have to go through the application process again in order to substitute within the district. You will be required to complete mandatory training before substitute teaching in the class room.

## Requirements for Long-Term Certified Substitute Assignment

In order to be highly-qualified, you must possess a Colorado Professional License, Initial License, 3 or 5-year Substitute Authorization. 1 year license holders will not be eligible to accept long term jobs. Any deviation from this would require prior approval from the Superintendent. For additional questions regarding licensure in the State of Colorado, you can visit the Colorado Department of Education website at [www.cde.state.co.us](http://www.cde.state.co.us).

## Licenses

All individuals hired to perform duties of a Certified Substitute in the Weld RE-5J School District must hold a current and proper license from the Colorado Department of Education. Certified Substitutes are responsible for all aspects of maintaining a current Colorado Professional License, Initial License or a 1, 3 or 5-year Substitute Authorization, and are required to furnish a copy to the Human Resources Department in a timely manner. Contact the Colorado Department of Education at [www.cde.state.co.us](http://www.cde.state.co.us) or 303-866-6628 for information. Please submit your information to update your license to CDE at least 3 months prior to expiration date, as renewal applications can take up to 12 weeks to process. **You must have a valid license in-hand to continue substituting. The Human Resources department will need a copy of your license renewal. (Please know you will not be able to view or accept jobs in the Absence Management system (Aesop) once your license is expired and no renewal has been received by the district office.**



## Certified Substituting Time

Certified Substitute time is defined as the actual hours during the regular school day when the certified substitute is assigned and providing service within the building. It includes substituting hours as well as time spent performing other duties assigned by the principal. Substituting time shall be exclusive of lunch.

A Certified Substitute who calls Absence Management (Aesop) (1-800-942-3767) or is called by Absence Management (Aesop) or logs into Absence Management (Aesop) ([www.aesoponline.com](http://www.aesoponline.com)) and accepts and reports for duty will receive a minimum of one-half day's pay. A Certified Substitute whose assignment time exceeds four hours will be expected to provide service for the full day (up to 8 hours) and will be paid at the full day substitute rate. A Certified Substitute being paid at the half day substitute rate (up to 4 hours) is expected to provide four hours of service for the half day pay.

Certified Substitutes are not entitled to a planning period. Substitutes are not permitted to leave the building during planning periods. If not enough Certified Substitutes are available to cover all absences, Certified Substitutes may be asked to substitute in another classroom. In addition to regular assigned duties, Certified Substitutes are required to perform other duties of absent teachers including hall duty, playground duty, bus duty, etc.

## Pay Rates – Certified Substitute Assignments

Full-day assignments (over 4 hours)

- Certified Substitute pay of \$150 per day (more than 4 hours) and \$75 for a half day (more than 2 hours, less than 4). Long term substitutes (working 20 days or more) to be paid \$200 per day beginning the first date of the long term assignment.

\* Requirements for Long-Term Certified Substitute Assignment

In order to be highly-qualified, you must possess a Colorado Professional License, Initial License, or 3 or 5-year Substitute Authorization. 1 year license holders will not be eligible to accept long term jobs. Any deviation from this would require prior approval from the Superintendent.

Half-day assignments (up to 4 hours)

- \$75.00 per half day.

No fringe benefits are available.

## Pay Rates – Classified Assignments

Individuals who substitute for a classified employee are paid the regular **Classified Substitute** pay rate. Please refer to the Classified Salary Schedule located on the District's website. Classified Substitutes are paid for actual time worked.

No fringe benefits are available.



## Payroll Information

- Pay day is the 25<sup>th</sup> of each month.
- Substitutes are paid according to the information provided within the Absence Management (Aesop) system, which will be monitored by each building location as well as the district office. Any adjustments will need to be submitted to the Payroll Department by the 12th of the month.
- Regular deductions are made for state and federal income tax, PERA and Medicare.
- Paper pay checks will be mailed and direct deposit pay receipts will be emailed to the substitute.
- Please call the payroll office to sign up for direct deposit services.
- Specific questions concerning a substitute's paycheck should be addressed to the Payroll Office at 970-515-3297.
- Be sure to keep your own records of the days, schools and teachers for which you work. This is to ensure you are paid for all days worked within the pay period. Detailed reports can be generated via Absence Management (Aesop).
- Notify the Payroll Department of any changes i.e. change of address, direct deposit, W4, etc. by the 12<sup>th</sup> of the month. Forms can be found on the district website under Human Resources.

## Performance

If there are performance concerns with a substitute in a building, the following steps may be taken:

1. The principal may contact the substitute and discuss the concerns.
2. The principal may put concerns in Absence Management (Aesop) removing the substitute and by not assigning them to that building and/or classroom in the future.

Employment as a substitute with Weld RE-5J School District is at-will. There is no guarantee of employment for any specific duration, at any particular building, or for any particular assignment. The District reserves the right to terminate a substitute's employment at any time, for any reason. Substitute employees only work during the school year on an as needed basis.

## Dress Code

Teachers and other staff members project an image to the community and to students about the professionalism of the District. During the workday and while performing work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Examples of professional attire include, but are not limited to collared shirts, dress slacks, ties, dresses and coordinated separates. Jeans are only acceptable on Fridays and must not be worn, torn or ripped. The principal has the final authority to decide what is considered professional attire.

Appropriate athletic clothing may be worn when teaching or assisting with physical education classes, or when coaching athletic activities.



## Emergency Closures

If school is cancelled because of inclement weather, substitutes do not report to work. Even if your assignment is prearranged, you will not be paid for emergency closures. In the event starting times are delayed, substitutes should report at the regularly assigned time. School closure information can be found in the following places:

District Website: [www.weldre5j.org](http://www.weldre5j.org) – click on About Us/Important Resources/School Closure Information

### Denver Channels:

Channel 2  
Channel 4  
Channel 7  
Channel 9  
Channel 31

### Radio Channels:

KFKA 1310AM  
KOA 850AM



## **Policies and Procedures**

The following policies have been prepared for general informational purposes only. None of the general policies or statements included in this guide constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, either expressed or implied. The policies and statements in this guide may also be changed or eliminated at any time without notice.

### **Assignment Information**

All substitutes are assigned through Absence Management (Aesop). Assignments will be posted on Absence Management (Aesop) ([www.aesoponline.com](http://www.aesoponline.com)) as they are entered online by building staff.

Certified Substitutes are assigned to cover the absences of a regular classroom for a half day (maximum of 4 hours), full day (maximum of 8 hours) or for a long-term absence.

Substitutes scheduled to work at two different elementary schools on the same day are required to arrange to leave early with the principal of the a.m. school assignment.

Certified Substitutes are not entitled to planning periods and may be asked to fill in for other teachers during the scheduled planning time. Also, please be aware that Certified Substitute assignments may change if other needs arise in the building.

It is difficult to give substitutes any estimate of how often they will substitute. It will depend a great deal on general overall needs of the District, time of year, success of each substitute when assigned and how often the substitute is available to substitute. Dependability and reliability are prized attributes of substitutes. Substitutes are only needed during the school year when school is in session.

### **Calls to Substitutes**

Calls to substitutes are made between 5:30 a.m. – 11:59 a.m., Sunday through Saturday mornings, and 5:50 p.m. – 9:30 p.m., Sunday through Saturday evenings. Occasions arise when a substitute is needed after school has started, so calls can be expected at any time.

If a substitute is specifically requested for an assignment, an email will be automatically generated by Absence Management (Aesop) system. Substitutes may utilize Absence Management (Aesop) online at ([www.aesoponline.com](http://www.aesoponline.com)) or by telephone (800-942-3767) 24 hours a day.

When contacted, the Certified Substitute will be told the name of the absent teacher, the school, the grade or subject, and the time to arrive. We will also indicate any special instructions (i.e., travel between schools, morning or afternoon duty, special attire for the day, etc.). The teacher is asked to leave detailed written instructions and lessons plans, which may be on the teacher's desk, with a secretary, or uploaded, to Absence Management (Aesop).





## Acceptance of Substitute Assignments

When substitutes know in advance they will not be available on a certain date, they should indicate their availability within Absence Management (Aesop).

It is possible for a substitute to indicate their desire to work only on certain days or in certain schools.

Substitutes are to accept assignments through Absence Management (Aesop).

It is essential for all students to have qualified instruction; therefore, a Certified Substitute should accept only those assignments that are within his/her competence. When a Certified Substitute feels unqualified to take an assignment, he/she should decline the job. If a Certified Substitute is asked to teach out of his/her licensed field, it is because there is not a Certified Substitute available who is endorsed in that area. At times this becomes a very urgent problem, and cooperation in these cases is greatly appreciated.

If the regular teacher is unable to return the following day, the school secretary may call the Absence Management (Aesop) Request Line or log into Absence Management (Aesop) and make necessary assignment changes. If this occurs after the end of the school day, the substitute will be called that evening or the following morning.

**As soon as you know if you are unable to fulfill your assignment or an emergency arises, you are required to cancel by logging into Absence Management (Aesop) directly.**

## Assurance Letters

All substitute employees are required to return the annual assurance letter sent out via email or mail to ensure they remain active on the substitute management system.

## Removal from Substitute List

If for any reason your situation changes and you are no longer available to serve as a substitute, please notify the district office in writing or via email. This will prevent unnecessary calls to you.



## Daily Substitute Procedures

### Arrival

Directions are included in this guide to aid the Substitute in determining the best route to the assigned school.

Early arrival helps not only the substitute, but relieves the concern of the school secretary and principal. Upon arrival, please report to the main office. Either the secretary or school principal will acquaint the substitute with the procedures for the day. Certified Substitutes should arrive 30 minutes before the start time indicated for the job. If a substitute receives a late call (the morning of the assignment), he/she is expected to arrive at the assigned school within one hour of receiving the call.

Substitutes must register in person at **Roosevelt High School (RHS)** or **Milliken Middle School (MMS)** at the following times:

Full day schedule: 7:00 a.m. (classes start at 7:30 a.m.)  
AM half day ends: 11:30 a.m.  
PM half day: 10:05 a.m. (half day begins at 10:35 a.m.)

Substitutes must register in person at **Elwell Elementary School (EES)**, **Milliken Elementary School (MES)** or **Pioneer Ridge Elementary School (PRE)** at the following times:

Full day schedule: 8:00 a.m. (classes start at 8:30 a.m.)  
AM half day ends: 12:30 p.m.  
PM half day schedule: 11:30 a.m. (classes start at 12:00 p.m.)

Substitutes scheduled to work at two different elementary schools on the same day are required to arrange to leave early with the principal of the a.m. school assignment.



## Expectations

- Dress professionally, setting a good example for the students.
- Sign in on the designated form located in the main office of each school. For those assignments that include more than one school, be sure to sign in at every school.
- Become familiar with the building, especially the fire escape routes, media center, music room, art room, gymnasium, cafeteria and lounge. Review the classroom teacher's daily schedule, lesson plan book, seating charts, textbooks and other materials.
- Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
- Teach the lessons outlined and described by the absent teacher.
- Consult with the building principal before initiating any assignment or other procedures not specified by the absent teacher.
- If playground or other duties are assigned to the regular teacher, the Certified Substitute is expected to fulfill that responsibility. Certified Substitutes will not be required to cover lunch duty.
- Check the attendance procedures of your assigned school.
- Be available to cover a class or assist as needed if there is a planning period. Certified Substitutes working are not entitled to a planning period and may be asked to fill in for other teachers during the schedule planning time. Also, please be aware that Certified Substitute assignments may change if other needs arise in the building.
- The Certified Substitute is on the same professional level as the regular classroom teacher and should remain conscientious of responsibilities.
- The Certified Substitute should use extra caution in expressing personal opinions and reactions about various subjects (i.e., religion, politics, etc.).
- When serving on an assignment, the Substitute must remember that a Substitute is a position of public trust. Confidential information concerning individual students **must not** be discussed ([www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)).
- Remain at school until the school day has ended, regardless of whether there is a class during the last period. Ask an administrator where assistance is needed.
- No personal work of any kind will be permitted while on duty.

## End of Day

The classroom should be left as it was found at the beginning of the day and in readiness for the next day. When appropriate, correct any papers and leave them on the teacher's desk. If the teacher needs to be made aware of a confidential matter such as an issue with a particular student, put the note in a sealed envelope and leave it in the teacher's mailbox in the office.



## **District and Campus Contact Information**

### **Administration Office**

110 South Centennial Drive, Suite A  
Milliken, CO 80543  
Phone: 970-587-6050  
Fax: 970-587-2607

Superintendent: Karen Trusler  
Chief Financial Officer: Michael Everest  
Executive Administrative Assistant: Jessica Diagana  
Coordinator of Human Resources: Annette Miller (970-587-6051)

#### Directions:

##### From I-25

Take the Johnstown/Milliken exit 252 Hwy 60. Drive east 7.6 miles. Turn right on Centennial Parkway. The administration building is on the corner of Hwy 60 and Centennial Parkway.

##### From Hwy 34

Take US 34 to US 85 South 5.7 miles. Turn right onto CR 46 go 4 miles. Turn right (west) onto Hwy 60. Go 2.1 miles then turn left on Centennial Parkway. The administration building is on the corner of Hwy 60 and Centennial Parkway.

##### From Hwy 85

Take the CO-60 exit west 6.5 miles. Turn left on Centennial Parkway. The administration building is on the corner of Hwy 60 and Centennial Parkway.



## **Roosevelt High School**

616 N Second St.  
Johnstown, CO 80534  
970-587-6000

Principal: David Benson  
Assistant Principal: Alexandra Ham  
Assistant Principal: Kyle Addington  
Assistant Principal/Athletic Director: Chad Walker  
Secretary: Ezzie Bejarano and Brenda Hishinuma

### **School Hours:**

School begins at 7:30 a.m. and dismisses at 2:35 p.m.

Substitutes must register in person at the school office at the following times:

Full day schedule: 7:00 a.m. (classes start at 7:30 a.m.)

AM half day ends: 11:30 a.m.

PM half day: 10:05 a.m. (half day begins at 10:35 a.m.)

### **Directions:**

From I-25

Take the Johnstown/Milliken exit east 3 miles. Go north on Estes Avenue .2 miles to North Second Street.

From Hwy 34

Take US 34 to CR 17. Drive South on CR 17 4.7 miles then go west on North Second Street.

From Hwy 85

Take the CO-60 exit west 10.7 miles. Go north on Estes Avenue .2 miles to North Second Street.



## Milliken Middle School

266 South Irene St.  
Milliken, CO 80543  
970-587-6300

Principal: Aspen Sanders  
Assistant Principal: Michael Curtis  
Assistant Principal: Brynn Stevens  
Secretary: Shelly Quintana and Melissa Shawver

### School Hours:

School begins at 7:30 a.m. and dismisses at 2:35 p.m.

Substitutes must register in person at the school office at the following times:

Full day schedule: 7:00 a.m. (classes begin at 7:30 a.m.)

AM half day ends: 11:30 a.m.

PM half day: 10:05 a.m. (half day begins at 10:35 a.m.)

### Directions:

From I-25

Take the Johnstown/Milliken exit 252 CO-60. Drive east 6.4 miles. Turn right onto Irene Street. Milliken Middle School will be on your left.

From Hwy 34

Take US 34 to CO -257/CR 21 Exit south and drive for 5.2 miles. At CO-60 turn left (east) and drive .5 miles. Turn right onto Irene Street. Milliken Middle School will be on your left.

From Hwy 85

Take the CO-60 exit west 7.7 miles. Turn left onto Irene Street. Milliken Middle School will be on your left.



## **Elwell Elementary School**

155 Silverbell Dr.  
Johnstown CO 80534  
970-587-6150

Principal: Chanin Gaona and Tucker Willard  
Secretary: Dolores Aleman and Chrissy Schoneman

### **School Hours:**

School begins at 8:30 a.m. and dismisses at 3:30 p.m.

Substitutes must register in person at the school office at the following times:

Full day schedule: 8:00 a.m. (classes start at 8:30 a.m.)

AM half day ends: 12:30 p.m.

PM half day schedule: 11:30 a.m. (classes start at 12:00 p.m.)

### **Directions:**

#### **From I-25**

Take the Johnstown/Milliken exit 252 CO-60 east. Turn right onto CO-60 E. Turn right on Carlson Blvd. Turn right onto Silverbell Dr. Your destination will be on the right.

#### **From Hwy 34**

Take US 34 east, turn right onto Colorado Blvd north/County Rd 13. Turn right onto Country Road 60 west. Turn left at the 1<sup>st</sup> cross street onto Carlson Blvd. Turn right onto Silverbell Dr. Your destination is on the right.

#### **From Hwy 85**

Take the CO-60 exit west. Turn left onto Carlson Blvd. Turn right onto Silverbell Dr. Your destination is on the right.



## Milliken Elementary School

100 Broad St.  
Milliken, CO 80543  
970-587-6200

Principal: Jennifer Crill  
Assistant Principal: Alan Plaisance  
Secretary: Margarita Marquez

### School Hours:

School begins at 8:30 a.m. and dismisses at 3:30 p.m.

Substitutes must register in person at the school office at the following times:

Full day schedule: 8:00 a.m. (classes start at 8:30 a.m.)

AM half day ends: 12:30 p.m.

PM half day schedule: 11:30 a.m. (classes start at 12:00 p.m.)

### Directions:

#### From I-25

Take the Johnstown/Milliken exit 252 CO-60. Drive east 5.8 miles. At the stoplight turn right onto Quentine Avenue then at the first stop sign turn left. Milliken Elementary is on the corner of Quentine Avenue and Broad Street.

#### From Hwy 34

Take US 34 to CO-257/CR 21 Exit south and drive for 5.3 miles. CO 257/CR 21 becomes N Quentine Avenue when you crossover CO-60 at stoplight. Turn left Broad Street. Milliken Elementary is on the corner of Quentine Avenue and Broad Street.

#### From Hwy 85

Take the CO-60 exit West 8.3 miles. Turn left (south) at stoplight onto CR 21/N. Quentine Avenue. Turn left at stop sign onto Broad Street. Milliken Elementary is on the corner of Quentine Avenue and Broad Street.





## **Pioneer Ridge Elementary School**

2300 Cinnamon Teal Ave.  
Johnstown, CO 80534  
970-587-8100

Principal: Jessica Oziah  
Assistant Principal: Corina Strickland  
Secretary: Nora Schwanke and Debbie Hendrixson

### **School Hours:**

School begins at 8:30 a.m. and dismisses at 3:30 p.m.

Substitutes must register in person at the school office at the following times:

Full day schedule: 8:00 a.m. (classes start at 8:30 a.m.)  
AM half day ends: 12:30 p.m.  
PM half day schedule: 11:30 a.m. (classes start at 12:00 p.m.)

### **Directions: From**

#### **I-25**

Take the Johnstown/Milliken exit 252 CO-60. Turn right (east) and drive 4 miles. At the CR-17 intersection (McDonalds) turn right and drive 1.8 miles. Turn right onto Cinnamon Teal Avenue and follow it until you see Pioneer Ridge Elementary School.

#### **From Hwy 34**

Take US 34 to CR-17 drive south 6.5 miles; turn right onto Cinnamon Teal Avenue, follow it until you see Pioneer Ridge Elementary School.

#### **From Hwy 85**

Take the CO-60 exit west 10 miles. At the CR- 17 intersection (McDonalds) turn right and drive 1.8 miles. Turn right onto Cinnamon Teal Avenue and follow it until you see Pioneer Ridge Elementary School.



## Suggestions for Classroom Control

Encouraging students to behave is a complex skill. Here are some hints/ideas which may be helpful to you:

1. The tone of the day is set when students first enter the room, so be at the door to greet them. Be sure they know what is expected of them as soon as they come into the room.
2. Be well organized. Careful preparation cannot be overemphasized. Use written plans with all materials needed for use. Know how you are going to conduct each activity.
3. Start giving instructions at the sound of the bell. Give directions carefully and call on students to repeat what you have said.
4. Speak softly but firmly yourself, setting the pattern for quietness. The tone, pitch, and volume of your voice will strongly influence the noise pattern in your room. Keep it loud enough to be heard, but quiet enough not to assault the ears of your listeners. Noise begets noise—yelling tends to cause students to yell.
5. Firm insistence on acceptable behavior should begin at the start of the day/class period. Don't hesitate to be firm, consistent, and fair in dealing with students. They are entitled to know what is expected of them.
6. Remember that it is easier to loosen up in your restrictions in a classroom than it is to tighten down once things become chaotic.
7. Anger and sarcasm have no place in a classroom.
8. To change a student's behavior, give specific instructions for an activity and explain why the new activity is better.
9. Give students appropriate responsibilities.



## Suggestions for Classroom Control (continued)

10. Students should not be threatened. Once a directive is given, it should be understood and followed through.
11. A sense of humor is invaluable. Smiles are much more potent instruments for securing good behavior than are frowns. Circulate around the room. Students appreciate and respond to genuine interest in them on the part of the staff.
12. The best preventive measure for restlessness in the classroom is work and change. Have frequent changes of pace and don't give the students time to misbehave.
13. The key to good discipline is careful planning plus adequate preparation and enthusiasm. Be ready for the day before the students come into the room. Be enthusiastic – enthusiasm is catching. Keep the room neat and orderly. A neat, orderly room has a calming effect on the students. Be sensitive to the physical needs of students.



## Frequently Asked Questions by Substitutes

**Q. What is the web address for the Internet-based substitute management system?**

A. [www.app.frontlineeducation.com](http://www.app.frontlineeducation.com)

**Q. What are my credentials for accessing Absence Management (Aesop)?**

A. Username and password are confidential and unique to each substitute. If you have not received credentials for Absence Management (Aesop), please contact Annette Miller at 970-587-6051.

**Q. What if I forget my Login information?**

A. Should you forget your login username or password, contact Annette Miller (970) 587-6051.

**Q. How do I change my profile information?**

A. As a user you can change your school, and grade level preferences for viewing unfilled events within your Absence Management profile.

**Q. How do I accept jobs?**

A. Jobs can be accepted by telephone call from Absence Management (Aesop) or by logging into [www.app.frontlineeducation.com](http://www.app.frontlineeducation.com) to view any open jobs within the District.

**Q. I accepted an assignment and have not received an email confirmation. What should I do?**

A. First, check your “junk” or “spam” email folder. Please add Absence Management (Aesop) to your Safe Sender List. Check your schedule at [www.aesoponline.com](http://www.aesoponline.com) for your confirmed assignments.



## Frequently Asked Questions by Substitutes (continued)

**Q. Certified Substitute - A teacher indicated he/she requested me for a job and I am unable to accept this assignment.**

A. You will need to login and decline the assignment. Please also contact the teacher or building secretary to let them know you are unavailable.

**Q. If a substitute was requested for an assignment and another substitute shows up for the same job, who gets the assignment?**

A. Email confirmations are sent to the substitute, teacher and school administrators when a job has been confirmed and assigned. If this happens, please work with building secretary or principal.

**Q. Certified Substitute - A teacher would like to request me for an assignment, but the system doesn't show me as available. Why does this happen?**

A. There are several reasons why this may happen. Login to your account and check your availability to make sure you have not accepted another job that conflicts with the date or have not marked yourself unavailable. Also, check the expiration date of your license.

**Q. I believe my paycheck is incorrect. What do I do?**

A. Please call the Payroll Department at 970-515-3297 **after** checking the following:

- Make sure the assignments you worked fall within the pay period.
- The pay period is from the 12th to the 11th day of the following month (i.e., payday for April 25 would be for all jobs worked from March 12 to April 11).

**Q. I need a list of all the assignments I worked during the school year. How can I access this information?**

A. You can access this information via Absence Management (Aesop). After logging in, go to the "Usage Reports" link and enter the date range. This will give you a list of all assignments for the date range you have requested.



### **SUBSTITUTE GUIDE ACKNOWLEDGEMENT FORM**

I have read and understand the Weld County School District RE-5J Substitute Guide. I understand that if I have any questions or concerns regarding the Substitute Guide, I should contact the Human Resources Department. I understand that Substitutes are not guarantee hours and are only needed when school is in session and work on an on call as needed basis.

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**Name**

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**Print Name**

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**Date**

**Return signed copy to the Human Resources Department**