

Tips for Substitutes

January 2010

- Remember to check AESOP “Notes to Substitute” and also to look for any attachments left by the teacher.
- If you are issued a building ID substitute badge make sure to return it at the end of the day.
- Please stay the full day and do not leave during prep/planning times, unless approved by the building principal.
- You may accept two separate assignments on the same day, for example, a morning at one school and an afternoon at another....even if the times are close or overlap slightly. Just contact Angie or Paula to make arrangements for coverage during your travel time between sites. They will also try to ensure that you have a lunch break, at one of the two assignments.
- If you see an assignment posted in AESOP, it is an open assignment, even if the start time has passed. Feel free to take that assignment. Give the school a call to let them know your approximate arrival time....or you can call Angie or Paula

Questions???

Elementary contact number - Angie, 499.1011

Secondary contact number – Paula, 499.1605