



2011-2012 Aesop Procedures

The most up to date version of the document will be available on the SKUSD website within the Aesop section.

Teachers

Absence cutoff times

Rosamond High- Absences must be created by 5:30AM for that day. To cancel an absence you must cancel by 7:30AM the day before the absence occurs (24 Hours in Advance).

Westpark Elementary-Absences must be created by 5:30AM for that day. To cancel an absence you must cancel by 7:30AM the day before the absence occurs (24 Hours in Advance).

Tropico Middle School-Absences must be created by 6:45AM for that day. To cancel an absence you must cancel by 8:45AM the day before the absence occurs (24 Hours in Advance).

Rosamond Elementary-Absences must be created by 6:00AM for that day. To cancel an absence you must cancel by 8:00AM the day before the absence occurs (24 Hours in Advance).

Alternative Education-Absences must be created by 6:00AM for that day. To cancel an absence you must cancel by 8:00AM the day before the absence occurs (24 Hours in Advance).

General Guidelines

It is the responsibility of the teacher to ensure an absence is in the system regardless of who puts it into the system.

Losing/forgetting Aesop login information is not an acceptable excuse for not putting an absence into Aesop.

Absences should be entered into Aesop ASAP. Please use your judgment on the likelihood of not being able to attend and if it is likely you will not be able to submit the absence into Aesop. Absences within the cutoff time should be for emergencies and sudden illness only.

For absences the teacher will follow these procedures.

For non-school related absence(s) in advance/generic absence:

1. Prepare a request for leave and submit to principal secretary. ***Please note: The requested sub line on the request for leave is no longer used. Your preference list in Aesop has replaced it.***



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2. Enter the absence date(s) into Aesop
 - a. Select the appropriate reason (personal day, personal day multi)
 - b. Leave any helpful notes, upload information for substitute
3. Upon return complete absence verification
4. Leave substitute feedback

For unplanned/day-of/night-before absence(s):

1. Enter the absence into Aesop ASAP. If within 2 hours of school start you must call sub coordinator to input absence.
 - a. Leave appropriate note/uploads for substitute
2. Upon return complete absence verification form
3. Leave substitute feedback

For school business

1. Determine if you need to enter absence into Aesop (a) or (b)
 - a. If this is a large planned training organized by an administrator (greater than 5 employees) and they are submitting the PSRF then they will ensure absences are in Aesop. Teachers should confirm in advance the absences have been entered.
 - b. If this is school business unique to you and a few others and/or not arranged/overseen by an administrator and/or you are submitting the PSRF then you will enter the absence into Aesop.
2. Complete Steps 3 and 4 of generic procedure.

Teacher Conference

1. Submit appropriate forms for approval.
2. Once you are informed of approval, input absence(s) into Aesop
3. Complete Steps 3&4 of generic procedure.

For partial day/period absences for any reason

1. If you work at an elementary and this will be a half day absence follow (a) otherwise (b)
 - a. Elementary Half Day
 - i. If you know in advance, submit a request for leave otherwise continue to (ii)
 - ii. Enter absence into Aesop and instead of “full day” select “half day am” or “half day pm” in the absence type box.
 - iii. Complete steps 3 and 4 of generic procedure
 - b. Middle School or High school
 - i. If you know in advance submit a request for leave, otherwise continue to (ii)



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- ii. Contact Principal's secretary and inform them
- iii. The absence will be period subbed and handled on-site
- iv. Complete absence verification upon your return.

Feedback

Upon return from an absence, log on to Aesop and give the substitute feedback. It is important to do this in a timely manner while still fresh on your mind and to ensure documentation of any issues which arose.

Approvals

Absences which currently require approvals are school business/teacher conference and multi-day PN.

Preferred list

It is the teacher's responsibility to keep their preferred list up to date. The preferred list takes the place of "requested sub" on the request for leave forms. If properly kept up to date the teacher has a higher chance of getting a preferred sub. It is important to realize that preferred subs are not a guarantee.

The way this preference system works is by controlling the visibility of the job during the lead time (lead time is the time from when the absence is created to when the absence occurs). A person in the substitute pool who is not on the preferred list will *not* see the absence for the first 20% of the lead time. The "Favorite Five" will additionally receive an email notifying them you have created an absence as well as being the first ones called if the absence was not filled online.

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Substitutes

Rosamond High- Job must be canceled by 5:30AM for that day. It will stop trying to fill the absence at 6:30AM.

Westpark Elementary-Job must be canceled by 5:30AM for that day. It will stop trying to fill the absence at 6:30AM.

Tropico Middle School-Job must be canceled by 6:45AM for that day. It will stop trying to fill the absence at 7:45AM.

Rosamond Elementary-Job must be canceled by 6:00AM for that day. It will stop trying to fill the absence at 7:00AM.

Alternative Education-Job must be canceled by 6:00AM for that day. It will stop trying to fill the absence at 7:00AM.

General Guidelines

Assignments canceled within 12 hours of start time will flag the sub as having a non-work day. This does not apply when District Office make changes in Aesop or the teacher cancels the absence.

Substitutes should not abandon jobs in an attempt to job “shop”.

Booking Assignments

The substitutes are responsible for logging onto Aesop either online or by phone to find and book assignments. New substitutes will be given instructions on using Aesop as well as their login information.

Long Term Assignments

Long term assignments may be assigned outside of Aesop at the districts discretion to ensure the sub has appropriate credentials (special. ed., greater than 30 day, etc.).

Substitutes in Long term assignments who require a day off will contact the Sub Coordinator via the substitute line as soon as they are aware they will be missing a day. The Sub Coordinator will then make the appropriate adjustment in Aesop.

Feedback

Upon completion of a substitute assignment, log on to Aesop and complete the feedback questionnaire.



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Call times

Substitutes can alter call times either by changing the window of time or stopping all calls completely. However, in doing so the substitute accepts it could have an impact on the number of jobs they are hired for due to the inability of the system to call them.

School Preferences

Substitutes can specify which schools they wish to see jobs for or exclude any schools they do not want to work at. This setting will make it so they can only see jobs at the preferred schools and it will never show jobs at excluded/not preferred schools.

TB Test/Credential

The system will give an advance warning that your TB is up for renewal or that your credential requires renewal. You will not be able to book jobs after one of these expires. So if the expiration is two weeks away you will only see jobs for the next 10 days. It is recommended you renew this well in advance to ensure you do not miss out on any jobs.

Principal Secretary

Logs into Aesop daily 30-60 minutes prior to start of school to review absences for the day

Prints the substitute sign in sheet daily and ensures substitutes sign in. Long terms subs do not have to sign in daily, instead "LT" is marked on the signature line, at the end of the day the sheet is signed off by the principal and then archived at the school site

Principal

Review upcoming absences which require approval (multi-day PN, school business, and teacher conference) approve or deny as appropriate.

Sign off on the daily substitute sign in sheet.

Personnel

Ensures Employee assignments are up to date in the system (Ex. Math, 6th grade, etc.). Monitors expiration dates listed in Aesop for credentials and TB certifications and ensures they are current. Sets up Accounts for new employees and substitutes and promptly supplies them with introductory materials including ID and PIN once eligible for work.



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Aesop Admin

Maintains the Aesop system, sets up yearly calendars, ensures day to day operation of Aesop, helps assist with lost PIN numbers, holds Aesop Trainings for teachers/subs, oversees any large scale import of data, works with Frontline to resolve issues/problems with system, provides backup in Coordinator's absence.

Substitute Coordinator

Comes in early at 6am to monitor absences and resolve any unfilled absences, last minute absences, and substitute cancelations. Also responsible for the input of large admin-sponsored trainings after the PSRF is finalized, helps ensure long term sub positions are set up.