

Aesop Q&A for Substitutes

Revised 6/8/11

Q: What is Aesop?

Aesop is an automated paperless sub calling and leave tracking system being implemented that will replace the current system of manually calling subs from a substitute list.

Q: Why are we using Aesop?

The current system of calling substitutes and recording leaves is inefficient and often results in the same substitute receiving multiple calls to sub for the same day of absence. Aesop can call multiple substitutes at one time, as well as send out e-mail notifications to qualified subs. Subs are also able to find and accept jobs on-line through Aesop's Web services.

Q: Will Aesop be used for all substitute positions?

For the first stage of implementation, Aesop will be used for all licensed educators and administrators, paraeducators, library staff, school clerical staff, technology staff, and central office staff absences. For other departments (i.e., EJRP, Rink, Property Services, Food Services, Safety/Security, etc.), you will still receive a call or e-mail directly from the Director or his/her designee if you've requested, and have been approved, to sub in these areas.

Q: When will substitutes be expected to start using Aesop?

Aesop will be used for all substitute assignments beginning with the 2011-12 school year.

Q: How do I access Aesop?

All approved substitutes will receive a welcome letter directly from the Aesop system. Included in this letter will be the link to Aesop, as well as your username and password. If you don't receive this welcome letter and believe you should have, please e-mail Carol Kogut at ckogut@ccsuvt.org. If you believe you received the welcome letter in error, please also contact Carol so you can be removed from our list.

The Aesop link can also be accessed from the right-hand bar of each school's webpage.

Q: Do I need to go on-line to accept a job?

Substitutes can accept jobs one of two ways: either over the phone or by accessing Aesop online. If using the phone method, you can accept jobs when called by the Aesop system, or you can contact Aesop directly and access the available jobs using your User ID and PIN.

Q: When will I be called?

You can accept jobs at any time using Aesop's Web services. Aesop will begin calling substitutes 48 hours prior to the start of the absence for those jobs that are still unfilled. The morning call period is from 5:00 AM to 11:59 AM. The evening call period is from 5:00 PM to 11:00 PM. However, you can adjust your personal call periods to times that are more convenient for you, as long as they fall within the windows of time specified above. This feature is available when you access your personal account with Aesop.

Aesop will also not call substitutes on official federal holidays in which schools are closed.

Q: Can I cancel a job once it is accepted in Aesop?

Yes, you can cancel your job assignment up to 24 hours prior to the scheduled start time of the assignment. However, you will not be able to accept other jobs for this same date once the job is cancelled. In an emergency situation in which you are unable to provide a 24 hour notification, you must contact the school directly to cancel your assignment.

Likewise, employees may also cancel absences with a 24 hour notice. You will receive a notification from Aesop if this were to occur. You will not be paid if your job is cancelled.

Q: Can I select my own school preferences?

Substitutes will not be able to set their own school preferences in Aesop. However, you do have the ability to view which schools have been set as your preferred schools (done at the time of your initial hire at CCSU). If you wish to make a change to your preferred schools, please contact Carol Kogut at ckogut@ccsuvt.org or call 879-5584. Changes in school preferences are subject to administrative approval.

Q: I only want to sub in a specific content area. Is there a way to only be notified of these absences?

Unfortunately, we are not currently set up to allow this. However, you can limit your notifications to specific job categories, schools, and/or available times. At this point we have the following job categories available in Aesop: Administrator, Clerical/Library, Custodial, Food Service, Guidance Counselor, I.T., Nurse, Paraeducator/Special Education, Safety/Security, Teacher, and Transportation. You can be assigned to one or more of these categories. To change your preferred category, you must contact Carol Kogut at ckogut@ccsuvt.org. Changes in job categories are subject to administrative approval.

Substitutes also have the ability to not receive any calls from Aesop, and to only accept jobs on-line. This way you will not receive unwanted notifications. However, this will impact the number of jobs that will be available to you since someone else may accept the job before you have a chance to go online.

Q: I'm only available on certain days, or for certain times of the day. Can I only see jobs that are available during these times?

Yes, you have the ability to manage your own schedule in Aesop so you are only notified of jobs that fit within your available times. Once you accept a job, you are automatically marked as unavailable for this time so you won't receive further notices for that same day and time.

Q: I know a teacher has entered an absence in Aesop, but I'm unable to see it. Why is this?

There are several reasons why this might be. First, each position has required and preferred skills associated with it. If your skills do not match the skills for the position, you may not see the absence at all, or there may be a delay in when you can see the absence.

Second, each teacher can select their preferred substitutes. These preferred substitutes will be able to accept the job before other substitutes can see the absence. Substitutes that appear on the teacher's preferred lists are at the sole discretion of the requestor. Schools also have subs that are given preference after the teacher preferences are exhausted. Names that appear on the school's preferred list are at the sole discretion of the Principal.

Other possible reasons are that your available times in Aesop do not match the times of the absence, or the school is not listed as one of your preferred schools. In some circumstances, if a teacher(s) and/or school principal are unsatisfied with your past services, you may be blocked from seeing available jobs.

In order to increase your exposure to available positions, substitutes are encouraged to take the SubHub and Mandatory trainings, to double check their preferred schools for accuracy, and to increase their availability. It is also important for substitutes to notify us when they receive a new or renewed teaching license or a new teaching endorsement, or obtained a new degree, as this may also increase your exposure.

Q: Will substitute plans be available through Aesop?

Teachers have the option of attaching substitute plans and other documents or instructions to the job assignment in Aesop. However, use of this feature is currently at the discretion of the individual teacher.

Q: How do I leave notes for the teacher?

Upon completion of the job, you will receive an e-mail notification from Aesop asking you to rate your experience and to provide feedback to the teacher. We encourage all substitutes to complete this online survey. This online survey will serve as report back to the classroom teacher (in place of the Substitute Teacher Report). It will also allow you to rate your overall experience. Please be aware that the teacher will be able to see your comments and scores provided as well as the school administrator.

Q: Who do I contact for technical support?

Substitutes are encouraged to reference the *Aesop QuickStart Guide for Substitutes* that is available when you login into Aesop. This guide will provide you with step by step instructions on how to navigate through and use the features in Aesop. Training videos are also available through Aesop. For on-going support or assistance, you may also contact Human Resources at 879-5584 or e-mail Carol Kogut at ckogut@ccsuvt.org.