

FRISCO ISD SUBSTITUTES

FREQUENTLY ASKED QUESTIONS AND ANSWERS

FISD is not obligated to consider substitutes for full-time employment

FISD is not obligated to offer employment on more than a day-to-day basis.

FISD does not guarantee hours, days or weeks of employment within any given reporting period, semester or school term

Substitute teachers are not eligible for unemployment compensation. (Senate Bill 70, Section 201.078)

When will my application be processed?

- If your application meets the criteria to be hired as a substitute teacher for Frisco ISD, your application will be processed as soon as possible.
- Due to the very large volume of applicants, this review and initial hiring process could be 30 days or more after completing and submitting your application.
- If you would like to inquire about the status of your application, please email Mary Hewlett at hewlettm@friscoisd.org. No phone calls please.

I have transcripts from a foreign country. Do I need to have them evaluated before I attach them to my application?

- Yes, a majority of the time foreign transcripts must have a general evaluation.
- The general evaluation must clearly state the U.S. equivalence pertaining to the foreign degree obtained.
- It is up to the applicant to find an evaluation company. We do not make recommendations for which company should be used for this process.

I've had my fingerprints done before; do I need to get them redone?

- There is no National Database for fingerprinting and we can only view results from the agency we use.
- Your first new hire processing form will be a FAST Pass fingerprinting form. Even if you've had prints done several times, YOU MUST COMPLETE THIS FORM AND SUBMIT IT.
- If we can view your prints you will move on in the process.
- If we cannot view your prints you will receive instructions on how to make a fingerprint appointment.
- We must approve your fingerprinting results before you will move on in the new hire process.

How often are the sub orientations scheduled and how will I be notified?

- Orientations are scheduled twice a month from August to April of every school year. If needed, there will be additional orientations added.
- All potential substitute teachers must attend an orientation.
- Applicants must first complete the entire new hire onboarding process before they are given a link to sign up for the in person mini-orientation.

I used to substitute teach for Frisco ISD. Do I need to reapply?

- If you were an active sub less than a year ago, please email Mary Hewlett at hewlettm@friscoisd.org to see if you could possibly be reinstated after completing basic substitute forms.
- If you were an active sub more than a year ago, you must complete a new application and go through the new hire onboarding process and orientation again.

I am a Frisco ISD retiree. Do I have to complete an application?

- Yes, you will need to complete an application and new hire onboarding process.
- You will not be required to attend the mini-orientation at the very end of the new hire process.

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When will I be able to start?

- After completing the entire new hire onboarding process and attending a mini-orientation, it takes approximately 7-10 days to finalize your set up in AESOP.
- You will receive a welcome email with your user ID and PIN once your AESOP account has been created.
- You are ready to inform schools and teachers of your availability once you receive your welcome letter with your AESOP login information.

What is my rate of pay as a substitute?

- \$90/day for certified subs; \$120 day after the 11th day for long term assignments
- \$80/day for degreed subs
- \$70/day for paraprofessional subs
- The pay for half a day is HALF of the normal full day sub rate.

I am a student teacher for Frisco ISD. What is the process for me becoming a substitute teacher once I graduate?

- Approximately 2-3 weeks prior to your graduation, please go into our application system and complete a substitute teacher application.
- It is necessary to attach an unofficial copy of your transcripts to the application or it will not be considered.
- Make sure you click on Substitute Professional under Positions Desired.
- Once you have properly completed your application, email Mary Hewlett at hewlettm@friscoisd.org.

What is required of me as a substitute?

- Minimum requirement to remain an active sub will be **6 full days of substitute teaching per school semester**. If you do not complete this requirement, you will be deactivated at the end of the school semester unless extenuating circumstances exist. Please contact the AESOP Coordinator to discuss these circumstances.
 - Fall semester – August to mid-January, Spring semester – mid-January to end of school year
- **Substitutes are considered professionals and should dress accordingly**. Maintain neatness in your clothing, personal appearance and hygiene
- You are required to communicate with the campus you are subbing for in the event you need to cancel a job within 24 hours of the start time.

How do I access AESOP via the Internet?

- Refer to the instructions in the welcome letter
- In your Internet browser address bar enter www.aesoponline.com
- Enter your ID, PIN, and click the LOGIN button.
- Go to the learning center to assist you with basic instructions about AESOP (resource)
- You can log in and choose your jobs in AESOP at any time
- If you are unable to login to the AESOP website, please call the AESOP Coordinator for help.

How can teachers find me in AESOP?

- The name recorded on your SSN is the name that will be used in AESOP to locate you in AESOP.

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What is a non-work day?

- Non-work days are days you are not available to sub. Enter those days in AESOP with a brief reason. **Do not add long-term sub days as non-work days and teachers will not be able to assign you.**

I cannot see any jobs in AESOP?

A number of factors affect the amount of jobs you will see or will be called for:

- **If you have too many non-work days**, jobs will not be seen for those days
- **If you accept a job**, you will not be able to see other jobs for that day
- **If you cancelled a job within 12 hours**, AESOP will mark the day as a non-work day and jobs will not be available
- **The amount of absences reported:** Absence rates are higher at certain times of the year, lower in others. If absence rates are low, available assignments will be scarce
- **Your preferred schools list:** If you have a very small list, or have configured your list incorrectly, you will see few or no assignments
- **Teacher preferred sub lists:** Teachers can set up preferred substitute lists. Subs on teachers' preferred sub lists will be offered assignments before subs that are not. Associate Teachers that are not on a teacher preferred sub list will see few

I only want specific to work at a specific school(s), can you set that up for me?

- Preferences for skills (i.e. math, fine arts) are not available in AESOP. If you would like to choose the type of school (i.e. ES, MS, HS) you would like to work, please email the AESOP coordinator with your specific schools.
 - If you set your preferences to only certain schools, you will only see assignments for those schools. Other schools may not see you as available

How do I know what kind of job I am accepting?

- Teachers have been instructed to identify their hardest class in AESOP
- Teacher titles should also help define class and grade level
- Lesson plans may be opened to identify lesson plan

What if I need to cancel an assignment?

- **If you cancel an assignment within a 12 hour window**, AESOP will automatically assign that day as a non-work. This will prevent you from choosing other assignments for that day
- Please call the campus or me immediately and inform them that you have cancelled the assignment. Leave a message on the machine with name, who you are subbing for and that you are not going to make it.
- If someone asked you to sub, please call the person as a courtesy
- If you cancel an assignment outside of 12 hours, there will be no need to call the campus. AESOP will allow other subs to pick up your canceled assignment.
- Be aware that if you cancel an assignment more than **5 times in a 90 day period**, you will be contacted by Human Resources and subject to deactivation.
- If you have accepted a job, we ask that you be professional and keep that commitment.

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What should I do once I accept a job?

- Arrive at the campus least **30 minutes** prior to the beginning of the school day
 - Tip – try to locate your assigned school before your scheduled assignment. WAZE.com
 - Ask for instructions about parking
- Substitutes are expected to carry out the program outlined by the regular classroom teacher, to leave a full report of the day's activities and to leave the classroom neat and clean.
- If you accept a job the **morning of an assignment**, please leave a message for the school with your approximate arrival time.
- The professional responsibilities of the substitute may involve many aspects. Please maintain a professional attitude toward your work and /or assignment and to spend the entire time working with and for the students.
- Sign the school's sign-in sheet, pick up the substitute badge and folder or instructions for your classroom assignment.
 - Be sure to sign out and turn your badge in before you leave the campus.
- Familiarize yourself with the campus Fire and Emergency procedures with the exit route before class begins.
- Familiarize yourself with the Fisd Bad Weather Days procedures.
- **NO PERSONAL WORK OF ANY KIND WILL BE PERMITTED!**
 - Cell phones should be put on "silent mode" or "turned off". Cell phones should only be used in emergencies.
 - Computers are only to be used with the expressed permission of the teacher or school official for school assignments only. School computers will not be used to secure future sub jobs.
- Make sure all teaching materials and detailed notes have been left for the teacher

How am I evaluated on my performance as a substitute?

- Campus administrators communicate with the Substitute Office if there has been an issue with performance at their campus. You will be contacted by the AESOP Coordinator if a report is received.
- If a substitute has **4 negative Substitute Evaluation forms submitted to the Human Resources office, you will be contacted by Human Resources and on your 5th negative Substitute Evaluation, you will be deactivated in AESOP. If circumstances are severe, you will be subject to immediate deactivation.**

How do I continue working as a substitute from year to year? Is there anything I need to do at the start of a new year?

- Each year a Letter of Reasonable Assurance must be returned to the AESOP Coordinator stating that you intend to continue substituting.
- This form will come via email and needs only an electronic signature in order to submit it.
- Inform the AESOP office when you are no longer available for substitute teaching by completing a Substitute Resignation form which is found under Resources on the Substitute page.

How do I get paid?

- You are paid according to the days you work and the rate.
- Payroll for substitutes is once a month on the 15th of the month.
- Mark down the days worked and the rate of pay on your calendar to keep track of assignments.
- Refer to your Payroll Period schedule to estimate pay and pay dates.
- Payroll is direct deposited. Sign into the EAC (DO NOT GO TO THE STAFF PORTAL) to view your paystub and tax information.

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How do I get into the EAC to view my paystub and change my tax information?

- <http://www.friscoisd.org>
 - Go to the Employment menu then select Employee Resources from the list. Then
 - Click on Employee Access Center (**EAC**)
 - Enter employee ID # and password (possibly last 4 of social or whole SSN with no dashes)

I was degreed but now I have my certificate, what now?

- You must email a copy of your new certificate to the AESOP Coordinator.
- Changes will be made once the AESOP Coordinator has received the copy. The rate change will not be backdated.
- All jobs you have in the future after the new teaching certificate is received, will be changed to reflect the new substitute pay rate.