

# **Substitute Teacher's Handbook**

## **for**

# **Secretaries / Principals**



# Substitute Handbook

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## Welcome

The Substitute Center is a support center for District staffing needs. Our mission is to fill every request for a substitute teacher. To meet the ever-increasing demands, the Human Resources department has developed incentive programs, procedures, and information on attendance benefits. We welcome your input concerning programs and procedures and need your help to be successful.

### Substitute Center Staff, Hours, and Phone

Wallis Malone, Substitute Center Supervisor	485-6146
LaTonya Rollerson, SFE Clerk	485-3110
Debbie Roberts, SFE Clerk	485-3110
Krystal Dolan, SFE Clerk	485-3110
Substitute Employee Management System (24 hours)	485-7777

### Ensuring Quality and Quantity

- 1 **Greet and orient the Substitute teacher.** Room visits to show support are very helpful.
- 2 Assign a staff member to answer questions, “put out fires,” introduce the substitute to other teachers, briefly go over school rules and procedures, and give building layout
- 3 Provide succinct discipline procedures for substitute teachers
- 4 Identify desired student performance and behavior when there is a substitute teacher.
- 5 Provide an opportunity for substitute teacher feedback at the end of the day

### Substitute Folders

The effectiveness of a substitute teacher is greatly influenced by the materials and expectations left by the classroom teacher.

\*See “Questions School Officials Should Have Responses to in Teacher’s Sub Folder”

A substitute folder is a good way to keep these materials together. It should include:

- Plan of the school building
- **Up-to-date** class list and seating chart
- Attendance procedures
- Hall passes—procedures
- Adequate lesson plans – complete, understandable, and **engaging**
- Emergency procedures
- Discipline suggestions/procedures for substitutes
- Office Phone Number
- School Policy(ies)

A substitute teacher’s effectiveness can be further enhanced if an administrator “stops by” the room periodically to show support and reinforce expectations.

# Questions School Officials Should Have Responses to in Teacher's Sub Folder

- Whom do I contact if there are not any lesson plans (Secretary, Dept. Chair, or Team Leaders)?
- Location of I.E.P's and other vital student information (Allergens & Medication schedule)
- Whom do I contact if there is an emergency in my room, building.
- Location of Emergency Procedures: Fire Drill, Disaster Drill, School Lockdown.
- What phone number should I dial for assistance?
- What is the school's policy on students leaving the classroom?  
How are students dismissed from school?
- What is the school's policy on cell phones use?
- Does the school have a SRO (School Resource Officer)?
- What is the school's policy on the bathroom breaks?
- Does the school have any special rules? Care for Kids etc.

## **Absence Reporting**

A call to SFE does not replace school procedures for reporting absences. If you want your staff to contact you or a designated staff member to report an absence, that is what the staff member must do. The absence needs to be called in to SFE to request a substitute. The request for a substitute needs to be made at least one hour before school begins.

Late calls severely limit the possibility of finding a substitute; and if a substitute is assigned, he/she will be late. Requests made within an hour of school starting time will be reported to the school.

## **Extended Duty**

Substitute teachers are to assume all of the responsibilities of the teacher they have replaced unless otherwise advised by the school office. However, the principal should consider the level of effectiveness of a person who is not familiar with the building, the procedures, or the students.

A principal's discretion is asked for in a situation that requires a substitute to be at school more than 15 minutes before or after the school day.

## **Substitute Employee Management System (SFE)**

**All substitute positions must be assigned through SFE.**

The Substitute Center staff is available at the hours listed on page 1 to help you. Instructions for use of SFE are in the back of this manual.

**CERTIFIED** ACCESS ID \_\_\_\_\_

**CERTIFIED** PIN Number \_\_\_\_\_

**CLASSIFIED** ACCESS ID \_\_\_\_\_

**CLASSIFIED** PIN Number \_\_\_\_\_

**SFE Absence Reasons  
CERTIFIED PERSONNEL only**

<b>Reason Number</b>	<b>Description</b>	<b>Conditions for Use</b>
<b>1</b>	Teacher Sick	
<b>2</b>	Teacher Emergency	
<b>3</b>	Teacher Personal	
<b>5</b>	Jury/Military	
<b>9</b>	Teacher Long Term	<b>Teacher will be out for more than 20 days.</b>
<b>13</b>	KTIP	Pre-approved through KTIP coordinator and the Substitute Center.
<b>14</b>	Certified Assault	Injured by student at school

**The following absences will be entered by the Sub Center:**  
**Teacher Vacancy –must be requested in writing**  
**JCTA Association Leave – requested by JCTA in writing**

**SFE Classification Numbers for CERTIFIED POSITIONS  
ONLY**

**(Subject Numbers)**

108	Library	577	Machine
201	Home Hospital	578	Vocational Trades
210	Computer	592	Cons. Education
220	Social Studies	601	Vision Impaired
222	Geography	602	Hearing Impaired
224	History	603	Edu.Men.Han.
230	English	604	Emot. Disturbed
231	ESL	606	Learn/Beh Dis
232	LA & Reading	607	Physically Hand.
235	Drama	612	Mild Mental
241	Latin	613	Multiple FMD
242	French	615	ECE
243	Spanish	623	Funct Mental (SPH)
244	German	626	ECE LD
245	Russian		
250	Science		
251	Biology		
252	Chemistry		
253	Physics		
260	Business		
270	Mathematics		
271	Alg/Geo/Trig		
280	Art		
280	Music		
285	Health & Safety		
288	PE		
290	ROTC		
294	Industrial Arts		
313	Primary		
345	Intermediate		
502	Fire Science		
511	Medical		
512	Travel		
520	Cosmetology		
576	Automotive		

## SFE Absence Reasons CLASSIFIED PERSONNEL

Reason Number	Description	Conditions for Use
6	Classified Absence	This is the <b>only</b> reason to be used by classified personnel regardless of why employee is absent.
7	Classified Extra Person	May only be entered by Principal or Secretary

## SFE Classification Numbers for CLASSIFIED POSITIONS ONLY (Subject Numbers)

800	Instructional Assistant/LOA
805	Instructor
810	LOA
815	Lunchroom Monitor
820	Early Childhood/Preschool Assist.
825	Early Childhood Bus Monitor
830	Signing (Hearing Impaired)
840	ECE Assistant (FMD)
842	Interpreter
845	ECE Instructional Assistant
850	ECE Assistant (BD)
855	ECE Bus Monitor
900	School Secretary
910	School Bookkeeper
920	School Clerk, Library/Media Center, Clerical (Central Office)
930	School Nurse



## **Two Substitutes for One Assignment**

In the event two substitutes arrive for one assignment, the substitute assigned through SFE has the assignment. Please contact the Substitute Center immediately at 3110. The other substitute may or may not be offered another assignment.

## **Evaluations**

Please evaluate substitutes so that we may help them do a quality job.

Most problems may be solved by speaking with the substitute; others may need to be referred to the Substitute Center.

If problems are severe, please *specifically* document the deficiencies and forward the evaluation to the Center. See “Forms” Section of Handbook. Please fax to Sub Center at 451-0637.

## **Requesting a Specific Substitute**

Requests for a specific substitute may be made by entering the substitute’s phone number when entering the absence. The Substitute Center cannot give substitute phone numbers.

A request for a specific substitute **cannot** be entered by voicing the substitute’s name during special instructions.

SFE will attempt to contact the requested substitute each hour during call-out until 8 p.m. the night before the job start date. At that time the job will be released and offered to other substitutes.

## **Requesting Substitutes to Return**

School staff may ask a substitute to return the next day if the substitute is not already assigned. The assignment **MUST** be entered in SFE with an active Job #. A job extension may be done by modifying the job end date. Contact the Center at 3110 if you need help.

## **Teachers Covering Classes**

Teachers may volunteer to cover a class during a planning period when the assignment has not been accepted by a substitute. The teacher’s planning period must be worked before or after school. The request for a substitute must be in SFE.

The teacher will be paid for his/her planning period. **Send an Extra Service Form including Job Number to the Substitute Center for approval and coding for payment.**

## **Substitute Teachers Who are Late**

It is not always possible for a substitute teacher to be on time, as this depends upon when the substitute accepted the assignment and how far he/she has to travel.

If a substitute has not arrived within a reasonable length of time (1hour), you should call the substitute’s home. (SFE tells you the substitute’s phone number before the substitute’s name when giving a summary of the day’s jobs.) Please report late substitutes to the Substitute Teacher Center at 3110 and submit an evaluation by fax to 451-0637.

## Long Term/Temporary Appointee

A long-term substitute position is defined as any position that is at least 20 days in length.

According to **16 KAR 2:030** Section 2, to employ a substitute teacher during the temporary absence of the teacher of record for a position, priority in selection and employment shall be given in accordance with the following order:

1. A teacher who holds appropriate regular certification corresponding to the grade level of the teaching assignment;
2. A teacher who holds regular certification for classroom teaching at any grade level;
3. A teacher who holds the Certificate for Substitute Teaching;
4. Except as provided in subsection (5) of this section, a person certified on an emergency basis for substitute teaching pursuant to 16 KAR 2:120, who shall be called according to the following descending order relating to the amount of college hours completed:
  - (a) A Bachelor's degree;
  - (b) At least ninety-six (96) semester hours of college credit;
  - (c) From sixty-four (64) to ninety-five (95) semester hours of college credit;
5. A person certified on an emergency basis for substitute teaching in a health, technical, or industrial occupation with a minimum of four (4) years of occupational experience in the area to be taught and a high school diploma or its equivalent as determined by evidence of a passing score on the General Education Development Test.

The substitute may be in a position for a teacher using sick days, on leave status, or may be in a vacant position for which the school has a budgeted slot.

Beginning on the twenty-first day, the substitute will be paid at the substitute teacher rate times 1.5, retroactive to the first day of the assignment.

Paid leave is not provided to temporary appointees. Temporary appointees receive pay for paid holidays that occur during the assignment but *after* the first twenty days. ***In-service days occurring after the first twenty days are also paid if the substitute attends on the in-service day.***

Temporary appointee status is subject to action taken by the Substitute Center based upon a recommendation by the principal. The following information is needed from the school on the twenty-first day of an assignment. Substitute teacher's name and social security number

- Classroom teacher's name, social security number, subject or grade, reason for absence.
- SFE job number.
- Date of first day in position
- Date of twentieth day in position.

When a temporary appointee approaches the end of his/her assignment, it is the school's responsibility to notify the Substitute Center in writing, on the appropriate forms, of the temporary appointee's name, social security number, and date of last day of the assignment so that the substitute may be removed from your school's payroll and placed on the correct salary schedule. Please use form provided in this handbook.

## **Options . . .**

### **Auto Substitute**

A school may request a substitute to report to the school on days when there is an absence at the school.

The substitute will be placed on Auto Assignment listing through the SFE computer and therefore assigned to the first absence called in for the school (not filled by the location's Preferred Substitute, when applicable). All assignments must be made through the SFE computer.

Although a substitute may be on a location's auto listing, this does not ensure that this particular substitute will always get your assignment. The Auto Substitute is allowed to accept assignments at any location within the district. However, the system will make all efforts to give this substitute the highest priority.

The District will pay for the substitute when the substitute is assigned through the SFE computer for a teacher who is on sick, emergency, or personal leave. It is the responsibility of the **school to pay** for the substitute when no absence is reported or when the teacher is on professional leave. Compensation is at the substitute teacher salary schedule rate.

**FORMS**

SUBSTITUTE TEACHER CENTER - LONG TERM - (20 DAYS OR MORE) FORM

Fax to: 451-0637

A long-term substitute position is defined as any position that is at least 20 days in length.

According to **16 KAR 2:030** Section 2, to employ a substitute teacher during the temporary absence of the teacher of record for a position, priority in selection and employment shall be given in accordance with the following order:

1. A teacher who holds appropriate regular certification corresponding to the grade level of the teaching assignment;
2. A teacher who holds regular certification for classroom teaching at any grade level;
3. A teacher who holds the Certificate for Substitute Teaching;
4. Except as provided in subsection (5) of this section, a person certified on an emergency basis for substitute teaching pursuant to 16 KAR 2:120, who shall be called according to the following descending order relating to the amount of college hours completed:
  - (a) A Bachelor's degree;
  - (b) At least ninety-six (96) semester hours of college credit;
  - (c) From sixty-four (64) to ninety-five (95) semester hours of college credit;
5. A person certified on an emergency basis for substitute teaching in a health, technical, or industrial occupation with a minimum of four (4) years of occupational experience in the area to be taught and a high school diploma or its equivalent as determined by evidence of a passing score on the General Education Development Test.

Job #: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Social: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reasoning for long term: \_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Requested Sub: \_\_\_\_\_

Teacher's Social: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Has sub accepted possible assignment: \_\_\_\_\_yes \_\_\_\_\_No

Has Principal Agreed to Substitute: \_\_\_\_\_yes \_\_\_\_\_No

Date of Transition Day: \_\_\_\_\_

**AFTER SUBSTITUTE HAS REACHED 20<sup>TH</sup> CONSECUTIVE DAY,  
FILL OUT THE INFORMATION BELOW AND RESEND THIS FORM.**

Date of **Twentieth Day** in Position: \_\_\_\_\_

**AFTER SUBSTITUTE HAS COMPLETED THE ASSIGNMENT,  
FILL OUT THE INFORMATION BELOW AND RESEND THIS FORM.**

**LAST day in assignment:** \_\_\_\_\_

# SUBSTITUTE TEACHER EVALUATION

**(Please be specific with your comments)**

An evaluation of the effectiveness of substitute teachers is vital to the District's staffing needs. Please evaluate each substitute teacher who **works three or more days** in your school **OR** who is unsatisfactory.

Substitute's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
School Name \_\_\_\_\_ Location # \_\_\_\_\_  
Date/s of Absence \_\_\_\_\_ Grade/Subject \_\_\_\_\_ Teacher's Name \_\_\_\_\_

**\*\*Please include specific comments made by substitute (attach student/employee statements), if applicable:**

Instructional Performance:

Were lesson plans followed and, if necessary, was substitute able to create a plan or supplement plans?

\_\_\_\_\_

Pupil/Teacher Relations:

Were students responsive to the substitute's requests?

\_\_\_\_\_

Professional Attitude:

Did the substitute establish and maintain positive control of class?

\_\_\_\_\_

Classroom Management:

Did substitute establish and maintain positive control of class?

\_\_\_\_\_

Work Habits:

Did the substitute arrive on time? Were the room and materials left in an orderly fashion?

\_\_\_\_\_

Additional Comments/Recommendations \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*  
***This section must be completed by the Principal.*** Please discuss this evaluation with the substitute if possible. Any substitute whom you wish **NOT to return** to your school must receive a copy of the evaluation which identifies your request and explains the reasons for your decision. Any substitute who receives three unsatisfactory evaluations during a school year may be terminated.

The substitute's overall performance was     Exemplary     Satisfactory     Unsatisfactory

I would like this substitute to return

Do **NOT** send this substitute again

\_\_\_\_\_  
**Principal's Signature**

Fax to 451-0637

Jefferson County Public Schools  
Substitute Teacher Center

AUTO-ASSIGNED SUBSTITUTE TEACHERS

\_\_\_\_\_ School requests that  
\_\_\_\_\_, \_\_\_\_\_ be assigned  
Substitute Teacher (Signature) Social Security Number

for the \_\_\_\_\_ school year and report to the school  only on days assigned.

This substitute will be on an auto assignment listing through the SFE computer and therefore assigned to the first absence called in for the school (not filled by the location’s Preferred Substitute, when applicable). All assignments must be made through the SFE computer. It is the responsibility of the substitute to call 485-7777 in the morning to verify they have been assigned.

The District will pay for the substitute when the substitute is assigned through SFE for a teacher who is on sick, emergency, or personal leave. **It is the responsibility of the school to pay for the substitute when no absence is reported or when the teacher is on professional leave.** Compensation is at the substitute teacher salary schedule rate. The substitute teacher is eligible for the Three-Tier incentive only after substituting 75/125 days for an absent teacher (days as an “extra” will not count). The substitute is eligible for the Premium Month incentive only if assigned for an absent teacher each school day of the month.

The substitute is eligible for long-term positions (20 or more consecutive days in one substitute assignment) only if the substitute holds Kentucky Teacher Certification. **Please contact the Substitute Center before requesting a substitute to take a long-term position.**

\_\_\_\_\_  
Principal’s Signature Date

\_\_\_\_\_  
Budget Code (Must be used for non-assigned days)

Return to: Wallis Malone  
Substitute Center  
VanHoose Education Center  
FAX 451-0637

\_\_\_\_\_ Effective Date  
\_\_\_\_\_ Sub Daily Rate



**ESS DAYTIME /  
CERTIFIED LIMITED SPECIAL PROJECTS  
STAFF RECOMMENDATION FORM**

Name of Teacher being recommended \_\_\_\_\_

Social Security Number of recommended teacher \_\_\_\_\_  
Date this teacher last worked for Jefferson County Schools \_\_\_\_\_

**Note to Principal:** If the time since the candidate last worked for JCPS is more than six (6) months, the teacher must undergo fingerprint processing (School Board Policy) before reporting for duty.

Area(s) in which the teacher is certified:

Subject Area Assigned \_\_\_\_\_ Grade Level \_\_\_\_\_

**Note to Principal:** If the areas of certification do not match the subject area assigned, please ask the candidate to provide documentation of the training the candidate has completed to qualify for this assignment (attach).

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_ or Department \_\_\_\_\_

Principal,

Please forward this Recommendation Form to

**Wallis Malone**  
Supervisor of Special Projects  
Van Hoose Building, 2<sup>nd</sup> Floor  
Fax number 451-0637  
Email: [Wallis.malone@jefferson.kyschools.us](mailto:Wallis.malone@jefferson.kyschools.us)

# PREMIUM MONTH / THREE-TIER INCENTIVE PLAN

Please Fax to: **451-0637**

DATE: \_\_\_\_\_

Substitute Teacher's Name \_\_\_\_\_  
(Please Print Your Name)

Substitute Teacher's Address \_\_\_\_\_  
(Please Print Your Address)

\_\_\_\_\_  
(City & State) (Zip Code)

Substitute Teacher's Social Security \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

## PLEASE CIRCLE

I have worked every day in:

October      November      December      February      March      April      May

I have completed my:

75<sup>th</sup> Day                      125<sup>th</sup> Day

Substitute Signature: \_\_\_\_\_

●-----●  
**FOR SUB CENTER USE ONLY**

\_\_\_\_\_  
Date Salary Changed

\_\_\_\_\_  
Employee Signature





**Jefferson County Public Schools**

*Insurance Department*

**EMPLOYEE  
AUTO INSURANCE  
AFFIDAVIT**

State of Kentucky  
County of Jefferson

**The Affiant:** \_\_\_\_\_  
Name

\_\_\_\_\_  
School/Location and Location Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Insurance Carrier and Policy Number

states that he/she—when using a private automobile for Jefferson County Public Schools business, which includes, but is not limited to, transporting students and taking part in field trips or activity events—will carry **no less** than the following limits of liability insurance:

- \$25,000 bodily injury liability each person**
- \$50,000 bodily injury liability each accident**
- \$10,000 property damage liability**

The Affiant further states that this insurance will be in effect at all times when a private vehicle is used for Jefferson County Board of Education business. If said insurance is cancelled or expires, the Affiant will notify the Insurance Department and will cease to use a private vehicle for Jefferson County Public Schools business until such insurance limits are put back in force.

Further, Affiant sayeth not, \_\_\_\_\_  
Signature of Affiant

Subscribed and sworn to before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, Jefferson County, Kentucky

**JEFFERSON COUNTY SUBSTITUTE TEACHER CENTER  
LETTER OF RESIGNATION**

Complete and fax to: 451-0637

Jefferson County Public Schools  
Substitute Teacher Center  
3332 Newburg Road  
Louisville, KY 40218

Dear Substitute Teacher Center:

Please accept my resignation from the Jefferson County Public Schools for the following reason(s):

\_\_\_\_\_

I am requesting that this resignation become effective on (date) \_\_\_\_\_

Respectfully,

Print Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone (land phone #): \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Current Position: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
DATE SEPERATED

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

**Smart Find Express**

**(SFE)**

**Administrator's &**

**Teacher's**

**Quick Reference Guide**

## ADMINISTRATOR'S REFERENCE

SFE (24 HOURS) 485-7777  
HELP (5:30 – 10:30 a.m. & 5:00 – 9: p.m.) 485-3110

CERTIFIED ACCESS ID # \_\_\_\_\_  
CERTIFIED PIN # \_\_\_\_\_  
CLASSIFIED ACCESS ID # \_\_\_\_\_  
CLASSIFIED PIN # \_\_\_\_\_

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### TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID**, followed by the star (\*) key
2. Enter your **PIN**, followed by the star (\*) key
3. Select from the following menu options

#### MENU OPTIONS

- 1 - Create an Absence
- 2 - Create a Vacancy (**ONLY CLASSIFIED**)
- 3 - Review, Cancel or Modify Jobs
- 4 - Hear Job Counts
- 6 - Record Announcements
- 7 - Change your PIN
- 9 - Exit and hang-up

---

### ACCESS TO MULTIPLE LOCATIONS?

If you entered **2, 3, 4 or 6** from the above **MENU OPTIONS**

1. Enter location followed by the star (\*) key or wait for a list of locations
2. **PRESS 1** to Accept location choice  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options

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### 1 - CREATE AN ABSENCE FOR AN EMPLOYEE

1. Enter the Absentee's access ID, followed by the star (\*) key  
**PRESS 1** if Correct  
If the employee has more than one work schedule, confirm the location and classification choice  
**PRESS 2** to Enter another access ID  
**PRESS 9** to Exit to menu options
2. Enter dates and times for the absence  
**PRESS 1** if the Absence is only for today  
**PRESS 2** if the Absence is only for tomorrow  
**PRESS 3** to Enter the dates and times  
**PRESS 9** to Exit to menu options

3. If you **pressed 3** to Enter the dates and times  
Enter Start Date  
**PRESS 1** to Accept the date offered  
**PRESS 2** to Enter start date      **\*\*Enter two digits for the month and two digits for the day (MMDD)**  
**PRESS 9** to Exit to menu options  
  
For all options, enter times  
Enter Start Time  
**PRESS 1** to Accept offered time  
**PRESS 2** to Enter time  
    Enter two digits for the hour & two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to menu options  
    Repeat procedure for end date and time
4. Enter reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
5. Record special instructions  
**PRESS 1** to Record special instructions  
**PRESS 2** to Bypass this step
6.     Is a Substitute Required?  
**PRESS 1** if a substitute is required  
**PRESS 2** if a substitute is not required  
**PRESS 9** to Exit to menu options
7. If you **pressed 1**, a substitute is required  
**PRESS 1** to Request a particular substitute  
    Enter the substitute access ID (phone #), followed by the star (\*) key  
**PRESS 1** to Accept requested substitute  
**PRESS 1** if the Substitute should be called  
**PRESS 2** if the Substitute has already agreed to work and does not need to be called  
**PRESS 9** to Exit to menu options  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options  
**PRESS 2** to Bypass requesting a substitute
8. Complete Absence  
**PRESS 1** to Receive the job number  
    **Record the Job Number. The Job Number is your confirmation.**  
**PRESS 1** to Hear the job number again  
**PRESS 9** to Exit to menu options  
**PRESS 2** to Review absence information

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## 2 – CREATE A VACANCY- (CLASSIFIED VACANCIES ONLY)

**\*\*\*Dr. Price MUST approve ALL Certified Vacancies\*\*\***

1. Enter classification (see list of classified classifications) followed by the star (\*) key or wait for a list of classifications  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
2. Enter calendar followed by the star (\*) key or wait for a list of calendars  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
3. Continue with the steps for creating an absence beginning with step 2

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## 3 - REVIEW, CANCEL, OR MODIFY JOBS

1. **PRESS 1** to Enter a job number  
Enter a job number, followed by the star (\*) key  
**PRESS 2** to Hear a list of current/future jobs listed in chronological order  
**PRESS 3** to Hear a list of today's jobs  
**PRESS 4** to Hear a list tomorrow's jobs  
**PRESS 5** to Hear a list of jobs on specific date  
Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day, and two digits for the year  
**PRESS 6** to Enter another location  
**PRESS 9** to Exit to menu options
2. Hear job information. The pound (#) sign fast forwards through job details  
**PRESS 1** to Hear the job information again  
**PRESS 2** to Cancel the job  
**PRESS 3** to Modify the job information  
**PRESS 4** to Verify the job  
**PRESS 8** to Hear the next job  
**PRESS 9** to Exit to menu options
3. If you **pressed 2** to Cancel the job  
**PRESS 1** to Confirm the cancellation request  
If a substitute is assigned to the absence  
**PRESS 1** for the System to call the assigned substitute  
**PRESS 2** to Not have the system call the substitute  
Once you confirm a request to cancel the job, wait for the system to say, "Job Number has been cancelled."  
**PRESS 9** to Exit to hear next job (Do not cancel)
4. If you **pressed 3** to Modify job information  
**PRESS 1** for Start date  
**PRESS 2** for End date

- PRESS 3** for Start or end time
- PRESS 4** for Special instructions
- PRESS 5** for Reason
- PRESS 7** to Change specified substitute
- PRESS 9** to Exit to hear next job

If you pressed 1 thru 7, follow the telephone instructions to complete the job modification.

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**4 - HEAR JOB COUNTS**

- 1. **PRESS 1** for Today's job count
  - PRESS 2** for Tomorrow's job count
  - PRESS 3** for a Job count on a specific date
    - Enter the date in MMDDYY format. Enter two digits for the month, two digits for the day and two digits for the year
  - PRESS 9** to Exit to menu options
- 2. Hear the total job count and open job count

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**6 – RECORD ANNOUNCEMENTS**

- 1. **PRESS 1** to Record announcement
  - PRESS 2** to Delete an announcement
  - PRESS 9** to Exit to menu options
- 2. If you **pressed 1** to record an announcement
  - Record the announcement, followed by the star (\*) key
  - PRESS 1** to Accept
  - PRESS 2** to Re-record
  - PRESS 9** to Exit to menu options

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**7 – CHANGE YOUR PIN**  
**PLEASE DO NOT CHANGE YOUR PIN NUMBER THIS IS NOT AN OPTION**

## JCPS EMPLOYEE'S QUICK REFERENCE

**System Phone Number**                    **485-7777**

**Help Desk Phone Number**                **485-3110**

**Write your Access ID here**  
**(social security number)**

\_\_\_\_\_

**Write your PIN number here**

\_\_\_\_\_

**Web Browser URL**  
<https://subcenter.jefferson.k12.ky.us>

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**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

	<b>Today's Jobs</b>	<b>Future Jobs</b>
Weekdays	Starts at 5:00 am and continues until 50% of completion of job	4:30 - 10:00 pm
Saturday	None	None
Sunday	None	4:30 - 10:00 pm
Holidays	None	4:30 - 10:00 pm

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**REASONS FOR ABSENCE:**

- 1. Certified Teacher Sick**
- 2. Certified Teacher Emergency**
- 3. Certified Teacher Personal**
- 4. \*\*\*Sub Center Use Only**
- 5. Certified Jury-Military**
- 6. Classified Absence**
- 7. Classified Extra Person**
- 8. \*\*\*Sub Center Use Only**
- 9. \*\*\*Sub Center Use Only**
- 10. \*\*\*Sub Center Use Only**
- 12. JCTA Association Leave**
- 13. KTIP**

- 14. Certified Assault**
- 15. \*\*\*Sub Center Use Only**
- 16. Sub Vacancy**
- 17. ACES**
- 18. GE Grant**

### **TELEPHONE ACCESS INSTRUCTIONS**

1. Enter your **Access ID** followed by the star (\*) key
2. Enter your **PIN** followed by the star (\*) key

(If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

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### **REGISTRATION**

1. Record your name followed by the star (\*) key  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hang-up
2. Hear your work locations and job descriptions. If they are not accurate, contact the help desk
3. If your PIN is the same as your Access ID, enter a new PIN  
Enter a PIN at least six (6) digits in length followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 8** to Re-enter  
**PRESS 9** to Exit and hang-up

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### **MENU OPTIONS**

- 1 – Create an Absence**
- 2 – Review, Cancel Absence or Modify Special Instructions**
- 3 – Review Work Locations and Job Descriptions**
- 4 – Change PIN/Re-record Name**
- 9 – Exit and hang-up**

# WORK AT MULTIPLE LOCATIONS?

If you **pressed 1** to Create an absence

1. Enter the location code followed by the star (\*) key or wait to hear a list of locations
2. **PRESS 1** to Accept location choice  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options

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## 1- TO CREATE AN ABSENCE

1. Enter dates for the absence  
**PRESS 1** if the Absence is only for today  
**PRESS 2** if the Absence is only for tomorrow  
**PRESS 3** to Enter the dates and times for the absence  
**PRESS 9** to Exit to menu options
2. If you pressed 3 to Enter Dates and time  
Enter Start Date  
**PRESS 1** to Accept the date offered  
**PRESS 2** to Enter start date  
Enter two digits for the month and two digits for the day (MMDD)  
**PRESS 9** to Exit to menu options  
  
For all options  
Enter Start Time  
**PRESS 1** to Accept offered time  
**PRESS 2** to Enter time  
Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to menu options  
Repeat procedure for end date and time
3. Enter the reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
4. Record Special Instructions  
**PRESS 1** to Record special instructions. Press the star (\*) key when done  
**PRESS 2** to Bypass this step

5. Is a Substitute Required?  
**PRESS 1** if a substitute is required  
**PRESS 2** if a substitute is not required  
**PRESS 9** to Exit to menu options
6. If you **pressed 1**, a substitute is required  
**PRESS 1** to Request a particular substitute  
Enter the substitute access ID, followed by the star (\*) key  
**PRESS 1** to Accept requested substitute  
**PRESS 1** if the Substitute should be called  
**PRESS 2** if the Substitute has already agreed to work and does not need to be called  
**PRESS 9** to Exit to menu options  
**PRESS 2** to Re-enter  
**PRESS 2** to Bypass requesting a substitute
7. Complete Absence  
**PRESS 1** to Receive the job number  
**Record the Job Number. The Job Number is your confirmation.**  
**PRESS 1** to Hear the job number again  
**PRESS 9** to Exit to menu options  
**PRESS 2** to Review absence information

## 2 - TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information  
**PRESS 1** to Hear absence information again  
**PRESS 2** to Modify special instructions  
**PRESS 3** to Cancel the absence  
**PRESS 8** to Hear the next absence  
**PRESS 9** to Exit to menu options
2. If you **pressed 2** to Modify special instructions  
**PRESS 1** to Delete  
**PRESS 2** to Re-enter  
Record instructions. Press the star (\*) key when done  
Hear the new instructions  
  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit  
**PRESS 9** to Exit and hear next absence  
  
If you **pressed 3** to Cancel the job  
**PRESS 1** to Confirm the cancellation request  
If a substitute is assigned to the absence  
**PRESS 1** for the System to call the assigned Substitute

**PRESS 2** to Not have the system call the Substitute  
**PRESS 9** to Exit and hear next absence  
**PRESS 9** to Exit and hear next absence  
(without canceling)

Once you confirm a request to cancel the job, you **MUST** wait for the system to say "*Job Number has been cancelled.*"

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### 3 - TO REVIEW WORK LOCATIONS AND JOB DESCRIPTIONS

1. Hear a list of your work locations and job descriptions

### 4 - TO CHANGE PIN OR RE-RECORD NAME

1. **PRESS 1** to Change your PIN  
**PRESS 2** to Change the recording of your name  
**PRESS 9** to Exit to menu options

If you **pressed 1** to Change your PIN  
Enter a new PIN at least six (6) digits in length,  
followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 8** to Re-enter  
**PRESS 9** to Exit to menu options

If you **pressed 2** to Change the recording of your name  
Record your name. Press the star key (\*)  
when done  
**PRESS 1** to Accept  
**PRESS 2** to Re-record name  
**PRESS 9** to Exit to menu options