

# SECRETARY

## Quick Reference Guide to RW&A Substitute Services

### Ongoing Recruitment:

- Consistent marketing of substitute work within your district.
- Regular recruitment throughout the school year to keep your pool filled with qualified subs.
- Monthly New Hire Orientation:
  - Once candidates have been interviewed, referenced, & deemed qualified they are invited to attend the Orientation where they will complete New Hire paperwork as well as receive training on the Aesop system and best practices as a substitute.

### Day to Day:

- Access the Daily Report in Aesop for a list of absences in your building as well as which substitutes you can expect in which position each day.
  - Please note a change for the 16/17 school year:  
Calls to buildings regarding unfilled positions will no longer be made from our service office, this information is all accessible through the Daily Report. Your Service team will be sure to continue notify you of any late call-offs and/or late sub-cancels.
- All substitutes have been trained to sign in and out with you in the office upon their arrival and conclusion of their day.

### Exclusions:

- Your administrator will continue to serve as immediate supervisor, he / she will contact our office directly via phone or email for any requests for Exclusions / Counseling from a specific classroom, your building, or the district as a whole.
  - All exclusion requests will be honored, and details will be requested for personnel documentation.